EDUCATION MODULE

July 27, 2005

November 28, 2005

SWSS Project
USER REQUIREMENTS

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1 INTRODUCTION

1.1 Purpose

The purpose of this User Requirements' document is to describe the information and processes currently supported in the Juvenile Justice Online Technology (JJOLT) system for education services.

The Bureau of Juvenile Justice provides comprehensive treatment and services for juvenile offenders to develop competencies that support independence and responsibility. Educating children is the responsibility of the State; a differentiated classroom is a vehicle that addresses the needs of students. Bureau of Juvenile Justice Facilities shall provide opportunity for all students to learn, succeed, and become independent, productive students. We must be in partnership and collaborate with all stakeholders for the provision of programs and services. The optimum growth of each student depends on the interdependence of an interaction among intellectual, social, emotional, physical, and vocational experiences. The Juvenile Justice Information System is the tool to continuously evaluate all programs for their effectiveness.

1.2 Target Audience

This module will be used primary by residential facilities education department to record the educational progress of their students. The BJJ Education Unit will use the module to monitor students' and facilities records/reports for compliance with Federal/State guidelines for general and special education students and provide support data for Federal/State funding resources.

- BJJ Education Unit
- Principals
- Teachers
- School Social Workers
- School Secretaries

The following personnel may also be interested:

- BJJ Director
- Michigan Department of Education
- Federal/State Funding Sources
- U.S. Department of Justice
- Juvenile Justice Service Workers
- BJJ Quality Assurance Unit
- Youth Group Leaders
- Case Manager

1.3   Approval Process and Signatures

There will be a formal approval process. The following key functional area experts, policy staff, and DIT and DHS management are asked to approve the definition of this function by their signature and date. List names, place for signature and date.

Name & Functional Area/Title   Signature   Date
Jeffrey Wenzel, Maxey Clinical Services/DOJ Compliance
Jeff Meaton, BJJ Residential Policy Analyst
Gwendolyn Dobrowolski, Field Policy Analyst
Joe Jerome, BJJ Quality Assurance
Mary Jenkins
Mary Somma, Foster Care Policy Analyst
Mary Chaliman, Foster Care Program Manager
Mary Ann Jensen, Child & Family Services Consultant
Merry Perkins, Juvenile Justice Information Unit
Alice Leininger, DIT
Kurt Warner, BJJ Fiscal & Technology Director
Carol Brooks, BJJ Education, Policy and Assignment Director
Mary Mehrens, Director, Child Protective Services and Foster Care
Vicki Weller, DIT
Daniel Klodt, DIT

Final or executive sign off required from:
Leonard Dixon, BJJ Director
Pratin Trevidi, Fiscal/Project Services
Joan Rouleau
Jim Nye, Deputy Director Field Operations
James Hennessey, Deputy Director Children's Services
Nancy Presocki, DIT
Lynn Drashil, Chief Information Officer, DIT/DHS
Laura Champagne, Chief Deputy Director Department of Human Services

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2 MODULE NARRATIVE

The Education Module for the Bureau's of Juvenile Justice School District must be in alignment with the expectations of public schools as outlined in the Public School Code. To ensure that the Bureau's educational programming is aligned each facility implements the Michigan Core Curriculum as recommended by the Michigan Department of Education and offers courses that are on the Juvenile Justice Information System.

The Special Education component of the Education Module must be in compliance with federal/state regulations. At all times, the state must provide all youth confined at the facility with special education services as required by the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. 1400-1490 and regulations promulgated thereunder. The State must also provide Section 504 of the Rehabilitation Act of 1973, 29 U.S.C.S 794, (Section 504) and regulations promulgated thereunder. All youth suspected to be in need of special education services must be screened to determine if a special education referral should be completed.

A complete educational record and transcript shall be kept for each student to accurately document all educational services provided to the student within a facility throughout the period of residency. The students' education records and transcript is to be retained in a central location and made available upon request to student, parent/guardian, school district, and juvenile justice specialist.
School records include:
- Education History
- Student Class Schedule
- Testing Battery - Pre/Post Testing Evaluation Result
- Students Prior Education Records
- Release of Information forms
- Authorization to Evaluate
- Grade Reports
- Progress Reports
- Individual Education Plan (IEP) Reports
- Multiple Evaluation Team (MET) Evaluation
- Academic transcript
- General Education Development (GED) equivalency examination results
- Exit Reports
The Education Module needs to provide individual and batch student and teacher reports.
- Student Class Schedule – individual and batch
- Teacher's Class Schedule – individual and batch
- Class Attendance
- Grade Entry – individual and batch
- Grade Report – individual and batch
- Students Progress Reports (D5 of Strengths and Needs Report) – individual and batch
- Student transcript – individual and batch

The Juvenile Justice Information System collects and reports data to document the need for Federal funding resources:
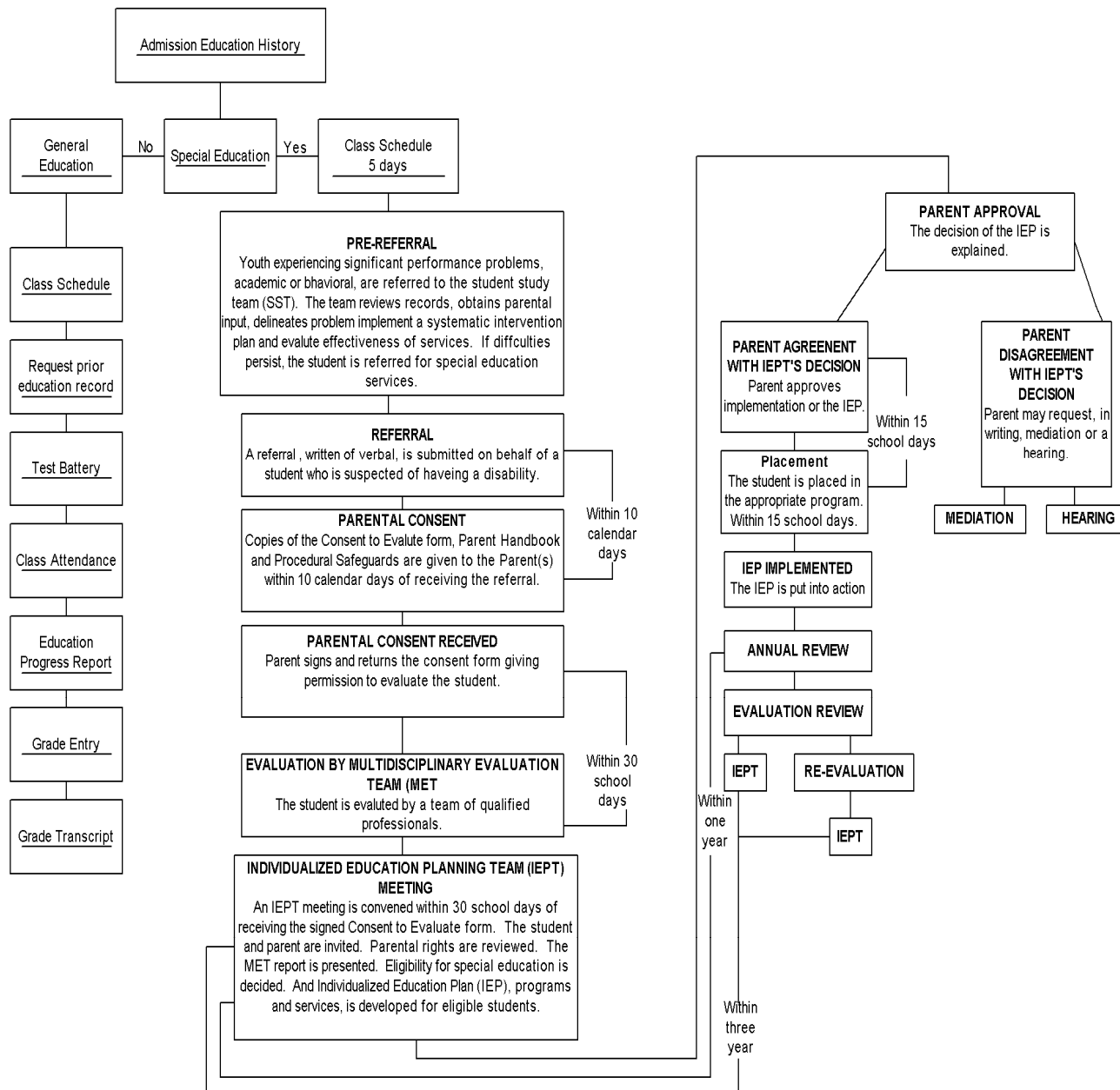
- Adult Basic Education (ABE) – The Adult Basic Education grant is used to supplement programs of instruction for adults who lack sufficient mastery of basic literacy skills. Students who qualify for these additional services are sixteen years old and functions below the eighth grade in reading and math.
- Special Education – This grant is used to provide services to students with disabilities according to the requirements of IDEA 97 and reauthorize IDEA 2004. These services support continuous improvement, which focuses on improving outcomes for students with disabilities. Activities and services supported by this grant prepares students for employment, other post-school experiences, and strengthens the involvement of students with disabilities in decisions which facilitate their movement from school to post-school activities. And other future oriented goals.
- The Perkins grant is used to supplement and support state approved career and technical education programs. This grant is funded under provisions of Public Law 105-332, the Carl D. Perkins Vocational and Technical Education Act of 1998.
- Title I, Part D: Prevention/Intervention for neglected or delinquent children. Provides supplementary services to children that are designed to improve academic achievement, facilitate the transition of institutionalized children and youth into a regular school setting, and help prepare this population for high school completion, training and employment, or further education.

3 NAVIGATION FLOW

3.1 Screen Interaction

Education History
Define Teacher General Subject Categories
Define School Schedule
School Periods
Student Class Assignment
Class Attendance
Education Test Battery
GED Test Data
Request for Prior School Records
Document - Receipt of Prior School Records
Individual Grade Entry
Multi-Grade Entry
Education Progress Report (D5 Strength and Needs)
Special Education Forms

3.2 System Flow

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Admission Education History

General Education — No — Special Education — Yes — Class Schedule 5 days

Class Schedule

Request prior education record

Test Battery

Class Attendance

Education Progress Report

Grade Entry

Grade Transcript

PRE-REFERRAL
Youth experiencing significant performance problems, academic or bhavioral, are referred to the student study team (SST). The team reviews records, obtains parental input, delineates problem implement a systematic intervention plan and evalute effectiveness of services. If diffculties persist, the student is referred for special education services.

REFERRAL
A referral , written of verbal, is submitted on behalf of a student who is suspected of haveing a disability.

Within 10 calendar days

PARENTAL CONSENT
Copies of the Consent to Evalute form, Parent Handbook and Procedural Safeguards are given to the Parent(s) within 10 calendar days of receiving the referral.

PARENTAL CONSENT RECEIVED
Parent signs and returns the consent form giving permission to evaluate the student.

EVALUATION BY MULTIDISCIPLINARY EVALUATION TEAM (MET
The student is evaluted by a team of qualified professionals.

Within 30 school days

INDIVIDUALIZED EDUCATION PLANNING TEAM (IEPT) MEETING
An IEPT meeting is convened within 30 school days of receiving the signed Consent to Evaluate form. The student and parent are invited. Parental rights are reviewed. The MET report is presented. Eligibility for special education is decided. And Individualized Education Plan (IEP), programs and services, is developed for eligible students.

PARENT APPROVAL
The decision of the IEP is explained.

PARENT AGREENENT WITH IEPT'S DECISION
Parent approves implementation or the IEP.

PARENT DISAGREEMENT WITH IEPT'S DECISION
Parent may request, in writing, mediation or a hearing.

Within 15 school days

MEDIATION   **HEARING**

Placement
The student is placed in the appropriate program. Within 15 school days.

IEP IMPLEMENTED
The IEP is put into action

ANNUAL REVIEW

EVALUATION REVIEW

IEPT   **RE-EVALUATION**

IEPT

Within one year

Within three year

4 REQUIREMENTS LIST

MODULE REQUIREMENTS:	ED-1.1
ED-1.2 **Education History Screen** – Upon intake the Student Case Manager Collects education history data and reviews records. The case manager upon receipt of school records (5 days after initial request for Prior School Information) reviews records and provide student disposition, schedule and program.	ED-1.21
ED-1.3 Demographic Information - First Name, Last Name, Middle Initial – Auto-populate from Intake Record	
ED-1.4 Date of Admission – Auto-populate from Intake Record	
ED-1.5 Date School Dept. Received School Records – Date data entry field – education department should receive records within 1 day of admission.	
ED-1.6 Date and Name School Case Manager Assigned – Date entry field and selection system users. Case Manager should be assigned within 3 days of admission.	
ED-1.7 Date of Birth – Auto-populate from Intake Record	
ED-1.8 Age – Auto-populate from Intake Record	

ED-1.9   Special Education – Select Yes/No. Additional data source – IEP – If student is determined eligible at IEP auto update Education History Screen 1.9 and 1.10.
 	
          XX-1   If Yes: Date: Date Data Input
 	
          XX-2   School District: System table look-up Selection Boxes
 	
          XX-3 School: System table look-up Selection Boxes.	

ED-1.10 Special Education yes – must select at least one disability type, allow for multiple selections (must	

select at least one disability before save).	

ED-1.11   Select all that apply for youth. User (Select one or more) Types of Disabilities:
 	
      XX-4   Emotionally Impaired: EI Rule 340.1706
 	
      XX-5   Speech and Language Impaired: SLI Rule 340.1710
 	
      XX-6   Hearing Impaired: HI Rule 340.1707
 	
      XX-7   Visually Impaired: VI Rule 340.1708
 	
      XX-8   Cognitively Impaired: CI Rule 340.1705
 	
      XX-9   Learning Disabled: LD Rule 340.1713
 	
      XX-10 Autistic: AL Rule 340.1715
 	
      XX-11 Physically Impaired: PI Rule 340.1709
 	
      XX-12 Otherwise Health Impaired: OHI Rule 340.1709(a)
 	
      XX-13 Traumatic Brain Injury: TBI Rule 340.1716	

ED-1.12   Title I Eligible user select Yes or No.
 	
      XX-14 If yes Begin Date: Date data entry box - date cannot be future date.
 	
      XX-15 End Date: Date data entry box – date cannot be prior to current date.	

ED-1.13 Last School Attended: School District Look-up table selection. This data should populate all areas that request "Last School Attended."	
ED-1.14 Last Grade Completed: Select from the following chooses: K – 12, GED, HS Diploma, College (This data should populate all areas that request "Last Grade Completed") the most recent system update and highest grade level should display.	
ED-1.15 GED (General Education Development) – User selects if applicable.	

ED-1.16	Date GED Received: Date data entry box (This data should populate all areas that request "GED – Date Received" D5 and Student Transcript)	
ED-1.17	Graduated – User selects if applicable.	
ED-1.18	Date Diploma Received: Date data entry – system update all areas that request "Date Diploma Received" (D5 and Student Transcript)	
ED-1.19	Adult Basic Education (ABE) - User selects if applicable.	
ED-1.20	Begin Date: Date data entry box End Date: Date data entry box	
ED-1.22	**School Scheduler Screen** – This process allows the education unit to set up school schedules, associate teachers with courses and students, taking of class attendance, and tracking of grades by teacher. School Scheduler Screen Tabs – Define Teacher, Teacher Block, School Schedule, Student Assignment, Class Attendance and Grade Entry.	ED-1.29
ED-1.23	Define Teacher General Subject Categories – This screen is used to identify teachers from the list of teachers registered within the system. The grid displays the teacher and general subject categories associated with the teacher. Ex: Teacher Name: First Name Last Name General Subject: Lang Arts.	
ED-1.24	Teacher Maintenance Screen – This screen is used to identify teachers from the list of individuals registered within the system. The grid displays the teachers, the Curriculum associated with the teacher and the courses associated with both the teacher and the curriculum. Selection of a teacher row will display the information in the upper entry/modify row. Maintenance to the teacher can then occur.	
ED-1.25	Add Teacher button – This will clear the Teacher Name field allowing for multiple selections without leaving screen. Use the system users list to select the teacher.	
ED-1.26	Delete Teacher button – This will clear the user from the designation as a teacher (does not delete the individual from the application).	
ED-1.27	Delete General Subject buttons – This will clear the General Subject associated with the teacher.	
ED-1.28	Delete Curriculum button – This will clear the Curriculum associated with the teacher. XX-16 NOTE: Delete does not mean removal from the application but deletes associates that have been	

	established. XX-17The application will prevent the creation of duplicate Teacher/Curriculum combination. The selection boxes are used to associate general subject to the designated teacher. XX-18The application requires all fields to have an entry prior to saving. Saving the information is accomplished by either leaving the screen or performing another selection.	
ED-1.1..1	Define School Schedule – For each schedule students are associated where they may attend school zero to six days per week. Block hours are assigned where block hours represent the hours of the day the classes are taught which can be 1 to 10 class hours (periods where they may not be a complete hour in length). The student is then associated with the Curriculum/class/teacher for those block hours.	ED-1.
ED-1.1..2	Curriculum – General Education (Gen), Special Education (SpEd), General Education Development (GED), Adult Basic Education (ABE). For each schedule teachers are associated with Curriculum and General Subject. The teachers are associated with days/block hours assigned which students are assigned.	
ED-1.1..3	Maximum Students – Maximum number of students assigned to teacher each block hour. System counts students and alert if reach maximum number assigned to block, the system should allow for override after alert.	
ED-1.1..4	School Scheduling – Set up a calendar school schedule. The School Scheduling identifies the school marking period (a semester equal two marking periods).	
ED-1.1..5	The application will prevent duplicate period dates, and will ensure the dates do not overlap. The application will allow for each facility to create school schedule and schedule viewed by the creating facility only.	
ED-1.1..6	Create School Schedule tab - Will create a new schedule with corresponding begin and thru dates will be provided by copying the prior block to the current to minimize data entry. Coping Options: Copy teacher and associated days/block hours with student associated schedule from select marking period or Copy teacher and associated days/block hours only from most recent marking period.	

ED-1.1..7	When the screen is first displayed the most current schedule is displayed. A selection of another schedule may be made by selecting from list.
ED-1.1..8	Teacher Block - Select a block that was defined within the schedule. When a teacher is selected the user may complete the block for all courses associated with the selected teacher. (ex: Curriculum: SpEd, Teacher: Jane Doe, General Subject: Language Arts, Max. Students: 10.) System will allow for 4 general subjects per teacher.
ED-1.1..9	Student Assignment Screen – This process is used to assign a student to a block, general subject, course, teacher and curriculum (i.e. 1st period Language Arts – Eng. 101, Jane Doe, SpEd). The student should have their individual class schedule within 5 days of admission. A course is selected from a list of courses associated with general subject and available on system.
ED-1.1..10	NOTE: Courses available on system (see attach Course List)- Standardize Courses are offer to public facilities and can only be modified or updated upon approval from BJJ School Improvement Committee by system administrator. System administrator can modify Public School courses.
ED-1.1..11	After a student is selected, the user can select the Transcript Selection, which will display the current student's transcript. This is for information only.
ED-1.1..12	After a course is selected, if the student has not recorded that they have met the prerequisite, a warning message will be displayed asking to proceed or not. The principal will need to assign the class if there is a desire to bypass a prerequisite class. **(Wish item – If the teacher selects the PreReq button, the prerequisites for the course will be displayed as information.)**
ED-1.1..13	Student Course Assignment – Each course has a maximum credit value associated with course, i.e. English 101 (1.0) – student can not exceed maximum course credit value.
ED-1.1..14	After all general subject, courses, selection complete the screen will list all of the courses and the teachers for selected student. Close Options: Save/Close; Close Do Not Save; Save/Close Display Next Student. Note: Allow edits if select wrong general subject, course, and teacher block.
ED-1.1..15	School Schedule Reports/Outputs – Teacher Class Schedule (batch and individual) this report

	displays all of the students associated with the selected teacher and the selected marking period.	
ED-1.1..16	Student Class Schedule (batch/individual) this report displays all of the courses and teachers associated with this student the selected marking period.	
ED-1.1..18	**Class Attendance** – The initial screen to enter the attendance the provider will be fill in if a teacher at a residential unit is conducting the entry. The selection of a provider is active if central office is reviewing the data.	ED-1.
ED-1.1..19	To select the schedule associated with the provider. The schedule that is within the current day will initial be displayed. The user may select another schedule.	
ED-1.1..20	Select a teacher that is associated with the provider/schedule.	
ED-1.1..21	Enter the Start Date for the display of attendance dates. (Attendance start date can not be future date.)	
ED-1.1..22	Enter the number of days 1-10 (default 1) the number of day's entry will calculate the end date and will ensure the end date does not go past the selected School Schedule end date.	
ED-1.1..23	The screen will display selected teacher roster of all classes sorted by block (i.e. 1st period), general subject and alpha students' order.	
ED-1.1..24	System will default to all students present.	
ED-1.1..25	The user may select "Absence (Excused)," "Absence (Unexcused)" and "Tardy". If absence or tardy the user must select an absence code. (Note: The system administrator deletion or modification table entries, these codes are not freely added or modified by the end-user.) Using the following Absence Code selection:	
ED-1.1..26	BARJ Project	
ED-1.1..27	Behavior Management	

ED-1.1..28	Clinical	
ED-1.1..29	Court	
ED-1.1..30	Dentist	
ED-1.1..31	Disciplinary by Residential Staff	
ED-1.1..32	Disciplinary by School Staff	
ED-1.1..33	Family Visit	
ED-1.1..34	Group	
ED-1.1..35	Group Meeting	
ED-1.1..36	JJS Meeting	
ED-1.1..37	Medical Doctor	
ED-1.1..38	Other	
ED-1.1..39	Sick Bed	
ED-1.1..40	Staff Initiated Group	
ED-1.1..41	Teacher Initiated Group	
ED-1.1..42	Teacher Professional Development	

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ED-1.1..43	Visitation	
ED-1.1..44	Wilderness	
ED-1.1..45	Work Detail	
ED-1.1..46	Wish item – For students identified as Special Ed, the application will automatically submit a warning e-mail for each student that has 5 days of disciplinary absence (not by class but by day – as two disciplinary absence in a single day will count as only one) within 365 days. The e-mail message will automatically be sent to BJJ Education Unit and the resident principal identifying the student, the days, and the reason. If the student has 10 days of disciplinary absence within 365 days another e-mail (red-flag type) will be submitted to the same group identifying the same information. After the date of the disciplinary meeting (student/school), the 365 running day calendar begins again.	
ED-1.1..48	**Class Grade Entry** – Multiple Grades Entries - will display all students by teacher/block in alpha order. The schedule will show the current marking period for provider. Select the teacher – will default to user if teacher is user (Teacher/student schedule for marking period).	ED-1.
ED-1.1..49	Class Grade Entry Screen Display General Subject, Course, Course Teacher, Grade, Credit, Hours, Student Name, Provider and Course Comment Codes. (See attach example)	
ED-1.1..50	General Subject – System select from student current marking period class schedule.	
ED-1.1..51	Course – System select from student current marking period class schedule.	
ED-1.1..52	Course Teacher – System select from student current marking period class schedule.	
ED-1.1..53	Grade – (Note each grade have numerical value that calculates students Grade Point Average (GPA). User select from following selection: A = 4.0; A- = 3.7; B = 3.0; B+ = 3.3; B- = 2.7; C = 2.0; C+ = 2.3; C- = 1.7; D = 1.0; D+ = 1.3; D- + .7; E = 0; F = 0. The following do not count to calculate GPA: Fail, Incomplete, Pass, Satisfactory, and Unsatisfactory.	

ED-1.1..54	Credit – user input (Note: credit must be numerical – cumulative credit can not exceed maximum credit allows for course).	
ED-1.1..55	Hours – user input (Note: not a required field).	
ED-1.1..56	Course Comment Codes (alpha sort) – user select (maximum 4) from the following selections:	
ED-1.1..57	Absence is Affecting Work	
ED-1.1..58	Attendance is Acceptable	
ED-1.1..59	Could Participate More in Class	
ED-1.1..60	Demonstrates Good Study Skills	
ED-1.1..61	Excessive Absenteeism	
ED-1.1..62	Follows Class Expectations	
ED-1.1..63	Good Class Participation	
ED-1.1..64	Makes Good Use of Time	
ED-1.1..65	Making Improvement	
ED-1.1..66	More Attention to Deadlines is Needed	
ED-1.1..67	Motivated and Hard Worker	
ED-1.1..68	Needs to be More Motivated	

ED-1.1..69	Needs to be More Respectful Toward Other Students	
ED-1.1..70	Needs to be More Respectful Toward Teacher	
ED-1.1..71	Needs to Develop a More Positive Attitude Regarding Schoolwork	
ED-1.1..72	Needs to Follow Class Expectations	
ED-1.1..73	Needs to Help Others More	
ED-1.1..74	Needs to Learn/Improve Student Skills	
ED-1.1..75	Needs to Make Better Use of Time	
ED-1.1..76	Positive Attitude Regarding Schoolwork	
ED-1.1..77	Respectful Toward Other Students	
ED-1.1..78	Respectful Toward Teacher	
ED-1.1..79	Needs to Follow Class Expectations	
ED-1.1..80	Needs to Help Others More	
ED-1.1..81	Needs to Learn/Improve Study Skills	
ED-1.1..82	Needs to Make Better Use of Time	
ED-1.1..83	Positive Attitude Regarding Schoolwork	

ED-1.1..84	Respectful Toward Other Students	
ED-1.1..85	Respectful Toward Teacher	
ED-1.1..86	Tardiness is Affecting Work	
ED-1.1..87	Work Done Carefully	
ED-1.1..88	Work Needs to Be Done More Carefully	
ED-1.1..89	Work Turned in on Time	
ED-1.1..90	Save grade remove student from teacher roaster. Teacher can save without completing entire roaster.	
ED-1.1..91	Class Grade Save Options: Save – Form Must be Signed to Save	
ED-1.1..92	Edit Grade – Teacher can edit grade up to 15 days after end of marking period. After 15 days only School Principal or School Secretary is authorized to edit grade. To edit grade teacher select individual student record select course and marking period to edit.	
ED-1.1..93	Edit Grade Save Options: Save/Close and Delete.	
ED-1.1..95	**Individual Grade Entry** – This screen is used to enter grades and comments for individual students enrolled in residential setting or who have grades from public school or private institutions. These grades count towards the students cumulative GPA and cumulative Credits. Note: User can input up to 10 different general subject per save.	ED-1.
ED-1.1..96	Select School Type: Public/Private Facility or Public School. After user select school type if public/private facility select from system public/private agency providers list. If Public School select from system public school list.	

ED-1.1..97	Contact Person: select from system user list.	
ED-1.1..98	Marking Period: Options (1) Select Marking Period from facility school schedule - the system will auto fill begin date and end date (2) users enter dates Begin Date and End Date (date data entry).	
ED-1.1..99	General Subject: User selects from system general course list.	
ED-1.1..100	Course: System list course associated with general subject. User selects from course list.	
ED-1.1..101	Course Teacher: User selects from associated user.	
ED-1.1..102	Grade: User Select – see ED 1.1.54 for selection	
ED-1.1..103	Credit: User input - (Note: credit must be numerical – cumulative credit can not exceed maximum credit allows for course).	
ED-1.1..104	Hours: User input – (Note: not a required field).	
ED-1.1..105	Course Comment Codes: User select maximum of 4 see ED 1.1.57 codes selection	
ED-1.1..106	Save Options: Save/Close and Delete.	
ED-1.1..108	**Testing Battery** – This screen will display the various test selections available. The selection of the test will open to allow user to enter test information. This screen will also display summary all test administer to student listing: Test Name; Facility; and Test Date. User can select from identified test to review test score. Note: Test results for CAT5 and TABE must display 3 most recent tests results. The following is list of standardize test selection:	ED-1.
ED-1.1..109	**California Achievement Test (CAT5)** – The CAT is a standardized battery of tests used to measure basic academic skills at each grade level. The results from the CAT compare a student's performance to the performance of national group of students at the same grade level. In the elementary and middle schools, the tests measure performance in reading, language,	

	mathematics, and spelling. In the high schools, they measure performance in reading, language, mathematics and science. The test battery screen displays the last 3 CAT5 test results. (Note: If 4th test is taken the oldest test should be removed from display.) Display the following headings:	
ED-1.1..110	Date Administered: Date data entry	
ED-1.1..111	Facility: Display user facility	
ED-1.1..112	Form Used: User select - Options A, B	
ED-1.1..113	Level: User Select – Options K; 10; 11; 12; 13; 14;15; 16; 17; 18; 19; 20; 21/22	
ED-1.1..114	Tested Grade Range: System calculate test grade range value: If level = K then test value = K.0 – K.9; If level = 10 then test value = k.6 – 1.6; If level = 11 then test value = 1.6 – 2.2; If level = 12 then test value = 1.6 – 3.2; If level = 13 then test value = 2.6 – 4.2; If level = 14 then test value = 3.6 – 5.2; If level = 15 then test value = 4.6 – 6.2; If level = 16 then test value = 4.6 – 6.2; If level = 17 then test value = 6.6 – 8.2; If level = 18 then test value = 7.6 – 9.2; If level = 19 then test value = 8.6 – 10.2; If level = 20 then test value = 9.6 – 11.2; If level = 21/22 then test value = 10.6 – 12.9.	
ED-1.1..115	Vertical Column Headings: (1) Sub Test; (2) Number Right (NR); (3) Number Attempted (NA); (4) Scale Score (SS); (5) Grade Equivalent (GE); (6) National Percentile (NP); (7) Stannine (S); (8) Standard Error of Measurement (SES); (9) Normal Curve Eq (NCE).	
ED-1.1..116	Horizontal Column Headings: User input number value 0 – 12.9 – Vocabulary; Reading Comp; Spelling; Language Mechanics; Language Expression; Math Computation; Math Concepts; Study Skills; Science; Social Studies; Total Reading; Total Language; Total Math; Total Battery.	
ED-1.1..117	Save Options: (1) Save and (2) Delete	
ED-1.1..118	**Michigan Educational Assessment Program (MEAP) test** – The MEAP test can measure academic achievement as compared to expectations, and whether it is improving over time; determine whether improvement programs and policies are having the desired effect; and, target academic help where it's needed.	

ED-1.1..119	Date Administered: User enter date	
ED-1.1..120	Facility: Default to User Facility	
ED-1.1..121	Sub-test: Mathematics, Science, Reading, Writing, and Social Studies.	
ED-1.1..122	Score: User enters score, numerical value 499 – 900. The scale score cuts and ranges for levels 3 (500-Basic) and 2 (530 – Met Michigan Standards) are consistent across grades and contents areas. Cut scores for level 1 fluctuate slightly from year to year and for each content area and grade. The raw scores associated with all scores will also fluctuate slightly from year to year. It is not possible to earn a score between the highest Level 2 and the lowest Level 1 score.	
ED-1.1..123	Level: User enters numerical value 1 – 4. Level 1 – Endorsed – Exceeded Michigan Standards; Level 2, Endorsed – Met Michigan Standards; Level 3, Endorsed – At Basic Level and Level 4, Not Endorsed.	
ED-1.1..124	Exit Options: Save or Delete	
ED-1.1..125	**Test of Adult Basic Education (TABE)** test – The TABE measures the following five content areas Reading, Mathematics Computation, Applied Mathematics, Language, and Spelling. Each content area has subordinate objectives and sub-skills. Mathematics Computation and Applied Mathematics when combined yield a Total Mathematics score. The test battery screen displays the last 3 TABE test results. (Note: If 4th test is taken the oldest test should be removed from display.)	
ED-1.1..126	Test Type: Required selection before save – user select from following options: Pre-Test, Post-Test and Progress-Test.	
ED-1.1..127	Date Administered: Date enter	
ED-1.1..128	Facility Administering Test: Default to User facility	
ED-1.1..129	Sub-Test: Reading Comp., Math Application, Language Total, Spelling, Total Reading, Total Math,	

	Total Battery.
ED-1.1..130	Form: User selects 7, 8, 9, or 10.
ED-1.1..131	Level: User selects - Level E (Easy); Level M (Medium); Level D (Difficult); Level A (Advanced); and Level L (Limited Literacy).
ED-1.1..132	Tested Grade Range: System calculates – If level = L then grade range value = 0 – 1.9; If level = E then grade range value = 1.6 – 3.9; If level = M then grade range value = 3.6 – 6.9; If level = D then grade range value = 6.6 – 8.9; If level = A then grade range value = 8.6 – 14.9.
ED-1.1..133	Number Right (NR): User input numerical value 0 – 100
ED-1.1..134	Number Attempted (NA): User input numerical value 0 – 100
ED-1.1..135	Scale Score (SS): User input numerical value
ED-1.1..136	Grade Equivalent (GE): User input numerical value 0 – 12.9
ED-1.1..137	National Percentile (NP): **User input numerical value**
ED-1.1..138	Stannine (S): User input numerical value
ED-1.1..139	Standard Error of Measurement (SES): **User input numerical value**
ED-1.1..140	Normal Curve Eq (NCE): User input numerical value
ED-1.1..141	Exit Options: Save or Delete
ED-1.1..142	**Woodcock Reading Mastery Test (WRMT)** – This test is a comprehensive battery of tests that measure many aspects of reading. The WRMT tests subjects on three areas; Readiness, Basic Skills, and Reading Comprehension. Visual – Auditory learning and Letter Identification test the

	Readiness area. The Word Attach and Word identification test the Basic Skills area. The Word Comprehension and Passage Comprehension test the Reading Comprehension category. There are sub-tests within the test itself.	
ED-1.1..143	Facility: Defaults to User Facility	
ED-1.1..144	Form: Selection Options are: G; H; G/NU; and H/NU	
ED-1.1..145	Date Administered: Date enter	
ED-1.1..146	Grade Equivalent: User input numerical value 0 – 12.9	
ED-1.1..147	Word Identification: User input numerical value in Grade Equivalent	
ED-1.1..148	Word Attack: User input numerical value in Grade Equivalent	
ED-1.1..149	Word Comprehension: User input numerical value in Grade Equivalent	
ED-1.1..150	Passage Comprehension: User input numerical value in Grade Equivalent	
ED-1.1..151	Total: User input numerical value in Grade Equivalent	
ED-1.1..152	Exit Options: Save or Delete	
ED-1.1..154	Intelligence Test:	XX-2
ED-1.1..155	Facility: Default to User	
ED-1.1..156	Date Administered: Date input	
ED-1.1..157	Name of Test: User alpha-data input	

ED-1.1..158	Verbal Score: User numerical input
ED-1.1..159	Performance Score: User input numerical value
ED-1.1..160	Full Scale Score: User input numerical value
ED-1.1..161	Comments: User alpha-data input with spell check up to standard line limitation.
ED-1.1..162	Exit Options: Save or Delete
ED-1.1..163	Other Tests
ED-1.1..164	Facility: Default to User
ED-1.1..165	Name of Test: 2 options (1) User select from following: Botel Reading Inventory – Word Opposites Test; Gray Oral Reading Tests (GORT); Gray Silent Reading Tests (GSRT); Test of Reading Comprehension-3 (TORC-3); Wide Range Achievement Tests-Enhanced (WRAT-E). (2) User input test name of test.
ED-1.1..166	Form Type: User select form type A or B
ED-1.1..167	Date Administered: User input date
ED-1.1..168	Subtests: User input data
ED-1.1..169	Grade Equivalent: User input numerical value
ED-1.1..170	Age Equivalent: User input numerical value
ED-1.1..171	Standard Score: User input value

ED-1.1..172	Age Percentile: User input numerical value	
ED-1.1..173	Comments: User alpha-data input with spell check up to standard line limitation.	
ED-1.1..174	Exit Options: Save or Delete	
ED-2.1..1	**GED Test** – The GED tests standards for passing are based on the results of receiving passing score in five test areas: Language Arts – Writing, Social Studies, Science, Language Arts – Reading, and Math. Each time user pulls this form it will calculate all saved test scores and determine pass/fail for components and the overall GED test. If student pass overall GED tests displays date completed and post date to "D5" and "Student Transcript." Student may take each component separately or all and at various testing center**.** Users need to be able to identify each component score, test date, and official test center.	ED-2.
ED-2.1..2	Display Summary of GED Test: Test Edition; Components (Language Arts, etc.); Score; and Date Taken. Allow user to edit select GED test.	
ED-2.1..3	GED Test Data Screen: Last Name, First Name, Middle Name and Student ID# (JJOLT #).	
ED-2.1..4	Edition: User Select – System Default to Current Edition (2002 Edition) other selection option Prior to 2002. End user can not modified or update only system administrator should be able to edit and update as needed for GED test revision.	
ED-2.1..5	Section: 2002 Edition: Language Arts – Writing; Social Studies; Science; Language Arts – Reading; and Math. Prior to 2002 Edition: Writing; Social Studies; Science; Literature and Arts; and Math.	
ED-2.1..6	Score: 2002 Edition Minimum numerical value to pass component = 410. Minimum Average Value to pass overall test 450. Minimum Total Value to pass overall test 2250. Prior to 2002 Edition Minimum numerical value to pass section = 40. Minimum Average Value to pass overall test 45. Minimum Total Value to pass overall test 225.	
ED-2.1..7	Date Taken: User input date value	

ED-2.1..8	Official Test Center: User Select from following selection: Washtenaw Intermediate School District Assessment Services; Lenawee Intermediate School District; Houghton Lake Adult Education; Carmen-Ainsworth Testing Center; Crawford-AuSable School District Community Education; Menominee Area Public Schools; M-Tec Center Bay Community College; Marquette Community Education; and Washtenaw Community College. Table maintained by system administrator.	
ED-2.1..9	Comment: User alpha-data input with spell check up to standard line limitation.	
ED-2.1..10	Date GED Completed: Option 1 - User input GED completes date value. System updates D5 and Student Transcript with GED completion date. Option 2 – System calculate using data from GED Test Result Summary Screen and the latest "Date Taken" date that Average + Total Score = Passed GED.	
ED-2.1..11	Edit – Allow user to add/update GED Test information/score.	
ED-2.1..12	Exit Option: Save or Delete.	
ED-2.1..13	**Test Result Summary Screen**: Display – Section: Highest Language Arts/Writing Score; Highest Social Studies Score; Highest Science Score; Highest Language Arts/Reading Score; Highest Mathematics Score. Score for each component and if passed each component. Combined GED Score: Total Score,* *Method of Calculation: either 2002 or Prior 2002. Average GED Score and Passed GED Yes or No. (see XX-1.1.119.4)	
ED-2.1..14		
ED-2.1..16	**Request for Students Prior Education Records** – The request for prior education records must track each request and generate letter for each request. Initial request for student records must be made within 2 days of admissions. If no response from requesting school district within 5 working days 2nd request is sent. Notify initial user, case manager, and school administrator to generate second request. If no response to second request within 10 working days of original request print Petition Court letter, notify JJS, school administrator and secretary.	ED-2.
ED-2.1..17	Request for Prior Education Records – Select Initial Request, 2nd Request and Petition Court.	

	Record includes the following data:	
ED-2.1..18	Date Requested Prior Education Records: Default to current date – user can input Date. Auto updated to Request School Records Letter.	
ED-2.1..19	County: Lookup - Auto updated to Request School Records Letter	
ED-2.1..20	District: Lookup - Auto updated to Request School Records Letter	
ED-2.1..21	School from where records requested: Lookup - Auto update to Request School Records Letter	
ED-2.1..22	Date Records Received: User input date data.	
ED-2.1..23	Exit Options: Save/Print Letter/Close; Save/Print Letter/Refresh Screen; Save/Close; Delete	
ED-2.1..24	**School Record Request Letter** – See attach example. Allow space to print on standard letterhead.	
ED-2.1..25	*To: School Records Department* (heading for all) Variable: School Name, Address, City, State, and zip code. System input from Request for Students Prior Education request ED1.1.169 – 171.	
ED-2.1..26	*From: Bureau of Juvenile Justice School District* (heading on all) Variable: Student's current provider placement Name, Address, City, State, zip code, and telephone number.	
ED-2.1..27	*Re: Student Record Request* (heading for all) Variable: Student's Name, DOB, and SSN	
ED-2.1..28	Insert Student Current Placement into body of letter (see example).	
ED-2.1..29	Please forward to: Education Department – Insert Student Current provider Name, Address	
ED-2.1..30	Please call: allow user to data enter telephone number include area code.	

ED-2.1..31	Provide Signature Line for Administrator's Signature.	
ED-2.1..32	Exit Options: Save/Print or Delete	
ED-2.1..33	2nd Request Letter – Contains same data as first except add additional language. (DOJ requirement change)	
ED-2.1..34	Petition to Court letter. (DOJ Requirement change)	
ED-2.1..36	**Pre-Referral** – Students who are experiencing academic or adjustment difficulties shall be provided intensive instructional intervention to address their current needs. The teacher completes Student Study Team Referral Form (DHS-4310). The School Administrator appoints Student Support Team (SST) within 3 working days of the Student Study Team referral. The first meeting between student/parent/SST must convene within 5 working days of the student study referral. The pre-referral component should be completed within 30 school days and the summary report submitted to school administrator. The parent shall receive a copy of the report within 5 days after the team's final meeting. Need to print Study Team Referral, Intervention Plan and Weekly Reports. The screen need to include the following:	ED-2.
ED-2.1..37	Student Study Team Referral Form (DHS-4310) - Teacher selects to data input and print form. Upon save – system e-mail school administrator.	
ED-2.1..38	Date of Study Team Referral – the system records the date the Student Study Team Referral Form (DHS-4310) submitted to School Administrator.	
ED-2.1..39	Date School Administrator appoints SST: The system records the date the school administrator forward/assign SST. Upon save – system e-mail SST team.	
ED-2.1..40	Date SST telephone and written contact with Parent and student – Telephone contact date from system case notes.	
ED-2.1..41		

ED-2.1..43	**D5 Progress Report**: The Students Progress Report is D5 of the Strengths and Needs Report. The D5 Educational form are created on different time frames than the remainder of the "Strength and Needs" of the case plan. When a case plan is selected or generated (Initial Services Plan (ISP); Initial Treatment Plan (ITP); and Updated Treatment Plan (UTP), the screens will display the most current D5 entered.	ED-2.
ED-2.1..44	Date of Report: Default current dates – allow user to input date data.	
ED-2.1..45	Special Education – Data auto updated from Education History, IEP and allow user to input data.	
ED-2.1..46	If student is special ed. User selects yes or no. If "yes" user enter date student determine eligible for special ed. If information is available. Date: user input date data. Select from School and School District look-up table.	
ED-2.1..47	Title I Eligible – Data auto updated from Education History (ED-1.11) or user selects yes or no. If data is input into D5 should update Education History.	
ED-2.1..48	Special Education yes – must select at least one disability type, allow for multiple selections (must select at least one disability before save). (Refer to Ed-1.8, 1.9 and 1.10)	
ED-2.1..49	Youth – User select from following selection options: (1) Not Applicable (2) value = 2 +2 Enrolled, attending, no history of behavior problems, functioning at expected grade level or has GED or HS diploma. (3) value = "0" 0 has occasional problems with attendance, work effort or behaviors but continues to function at expected grade level (4) value = -2 chronic problems with attendance, work effort or behaviors and/or functions 1 year below expected grade level (5) value = -4 chronic problems with attendance, work effort or behaviors and/or functions 2 or more years below expected grade level.	
ED-2.1..50	Explain briefly the reason for scoring in space provided: User alpha-data input with spell check up to standard line limitation.	
ED-2.1..51	Last School Attended: Auto populate from: Intake form and School History (ED-1.12) or user select School District look-up table. If this is source of data entry – should populate all areas. The latest	

	update should prevail.	
ED-2.1..52	Last Grade Completed: Auto populate from: Intake form and School History (Ed-1.13) or user select from K – 12, GED, HS Diploma, and College.	
ED-2.1..53	For the youth, indicate which, if any, of the following behaviors or descriptions apply: - User select from following options:	
ED-2.1..54	Youth's IQ 50-70	
ED-2.1..55	Youth's IQ 70+	
ED-2.1..56	Suspension	
ED-2.1..57	Graduated – Auto update Student Transcript. Auto update from Student History (ED-1.16)	
ED-2.1..58	Date Diploma Received - Date Data input – auto update Student Transcript. Auto update from School History (ED-1.17)	
ED-2.1..59	Truancy from School	
ED-2.1..60	Expelled	
ED-2.1..61	GED – Auto update Student Transcript and auto update from School History (ED-1.14).	
ED-2.1..62	Date GED Received – Date Data input – auto update Student Transcript and auto date from School History (Ed-1.15).	
ED-2.1..63	On Ground School	
ED-2.1..64	Disruptive Behavior	

ED-2.1..65	Drop Out	
ED-2.1..66	Off Ground School	
ED-2.1..67	Goals addressing Education: Goals: A. Time Frames: B: Objectives: C. Indicators: D. Individuals Responsible: Text data input with spell check up to standard line limitation.	
ED-2.1..68	If Special Ed = "Yes" User Select – Enter an IEP Goal. (Note: This is display only if special ed = yes.) System displays IEP goals format, including current IEP goals from last IEP report. IEP goals auto update from IEP Goals and this report update last IEP report.	
ED-2.1..69	Exit Options: Save, Delete, and Save as the Latest Record	
ED-2.1..71	**Section 504 Eligibility –** Students who are disabled as defined by Section 504 of the Rehabilitation Act of 1973 shall be identified, evaluated and provided appropriate educational services. A student who has a (1) physical or mental impairment that substantially limits one or more major life activities, (2) has a record or such an impairment or (3) is regarded as having such an impairment. The School Administrator/Designee shall serve as the 504 coordinator. This individual will convene 504 committee meetings monthly to review records of new students and consider other suspected of having a disability. The 504 eligibility process requires the completion of the following: Section 504 Eligibility Determination, Section 504 Education Plan, Section 504 Accommodations and Consent for Section 504 Evaluation.	XX-19
ED-2.1..72	**Section 504 Eligibility Determination** – Student demographic information system input: Student last name, first name, Birth date, Age, Gender, Center – student current placement and JJIS ID #.	
ED-2.1..73	Grade: user select grade from grade selection list (see above).	
ED-2.1..74	Client's Parent(s): System update from Client Contact list relations type parent, legal guardian, or surrogate. Address, County and Daytime Telephone number.	
ED-2.1..75	Eligible Team members and roles: User input name, select Description and Role.	

ED-2.1..76	Eligible team Description selection list: Administrator, Audiologist, Invited Guest, Occupational Therapist, Orientation and Mobility, Parent, Physical Therapist, Physician, Psychiatrist, Psychologist, Social Worker, Speech Therapist, Surrogate Parent, Teacher, Teacher Consultant and Transition Specialist.	
ED-2.1..77	Eligible team Role selection list: Evaluator, General Education, Observer, Participant and Special Education.	
ED-2.1..78	Evaluation Information: User require to select one or more from the following: Medical report, Cognitive Tests, Work Samples, Report Cards, School Adjustment/Adaptive Behavior, MEAP/Other Standardized Test and Other (text box to explain other).	
ED-2.1..79	Physical or Mental Impairment: User required selecting one or the other. This selection should populate Consent for Section 504 Evaluation.	
ED-2.1..80	Major life activity affected by impairment: User required selecting one or more from the following: Learning, Hearing, Seeing, Caring for one's self, Working, Walking, Breathing and Performing Manual Task.	
ED-2.1..81	See the attach example for text information to be included on print out.	
ED-2.1..82	User selects numerical/word rating and provide text explanation for the following and in descending order: 5 = Extremely, 4 = Substantially, 3 = Moderately, 2 = Mildly and 1 = Negibly.	
ED-2.1..83	See attach example for text information to be included on print out.	
ED-2.1..84	Exit Options: Save/Print	
ED-2.1..85	**Section 504 Education Plan** – System inserts student demographic information: Student Name, Birth date, Age, Gender, JJIS number, and Center – student current placement.	
ED-2.1..86	Date: System insert current date allow for date data entry.	

ED-2.1..87	Referral Date: User date data entry – date must be prior to the date of the plan, cannot be a future date, and is a valid date.
ED-2.1..88	Current Grade: System updates from latest Section 504 Eligibility Determination or allow user to select from system grade list.
ED-2.1..89	Implementation Date: User input date data – date cannot be prior to referral date and must be a valid date.
ED-2.1..90	Ending Date: User input date data – date cannot be more than 1 year after implementation date.
ED-2.1..91	Description of how disability substantially limits major life activity and specify how affected: User input text data – standard line limitation and spell check.
ED-2.1..92	Accommodation/Services/Actions – Up to five accommodations, entered on the separate Accommodations form, are pre-filled in order of top to bottom of left, then right columns. Each accommodation is preceded by the category. For example – Environment: Plan seating strategically. Below each accommodation, provide a dynamic entry box with the title of Person(s) Responsible. If no accommodations have been selected, this form cannot be saved. A message should display in this situation directing the user that "At least one Accommodation must be selected for this plan."
ED-2.1..93	The various signature boxes, with corresponding date, are for the printed version of this form only.
ED-2.1..94	Staff responsible for Implementation is a dynamic entry field.
ED-2.1..95	Provide for the 504 Accommodations to be printed from this plan.
ED-2.1..96	Exit Options – Save/Print and Save/Print 504 Accommodations.
ED-2.1..97	**Section 504 Accommodations** – See attach list of accommodations. User can select all accommodations that apply the top 5 accommodations will pre-fill Section 504 Eligibility. This form when printed, will display on one sheet of 8 ½ x 11 paper in portrait orientation. It should

	look like the attach document provided.
ED-2.1..98	**Consent for Section 504 Evaluation –** All date input on this form is required and the system will generate this data. When this consent is completed it is printed in the letter format (see attach). This letter will display on one sheet of 8 ½ x 11 paper in portrait orientation.
ED-2.1..99	Letterhead info – line 1 – State of Michigan Department of Human Services. Line 2 – Student current placement (i.e. Maxey Training School). Line 3 – Student current placement address, city, state and zip code.
ED-2.1..100	Date: - Display current date Month, Day and Year (November 18, 2005).
ED-2.1..101	Addressee – Name – from Client Contact list relation type parent, legal guardian, and surrogate. Parental rights cannot be terminated or have restriction.
ED-2.1..102	Addressee – Street Address – Client Contact list
ED-2.1..103	Addressee – City, State and zip code – Client Contact list
ED-2.1..104	System insert Youth Name – Student first name, middle initial, last name.
ED-2.1..105	System insert Youth first name
ED-2.1..106	System insert his/her – if gender = male insert his and if gender = female insert her.
ED-2.1..107	System insert he/she – if gender = male insert he and if gender = female insert she.
ED-2.1..108	Please Detach and Return in Enclosed Stamped Envelope section – system insert student name – first and last name.
ED-2.1..109	Office use only section – system insert Birth date, Grade as indicated on latest 504 Eligibility Determination and JJIS ID #.

ED-2.1..110	Exit Option – Save/Print	
ED-2.1..111	**Print Individual Grade Reports** – Individual Student Grade Report (see attach example of Grade Report) – User can print student grade report from student case record by selecting Grade Reports.	XX-20
ED-2.1..112	Marking Period Start Date – user input date data entry field or select facility schedule marking period system will update start/end date of marking period	
ED-2.1..113	Marking Period End Date – user input date data entry field	
ED-2.1..114	Summary: User select (1) Do Not Include D5 Summary with Grade Report or (2) Include D5 Summary with Grade Report. If include D5 with grade report – system will print most recent D5 report.	
ED-2.1..115	Facility: - Default to user facility/student current provider placement – if central office allows selection from system providers look up table.	
ED-2.1..116	**Batch Print Grade Reports and Student Labels** – Currently the Grade Reports with D5 included runs after peek hours, this report runs at 10 pm on the day it is submitted. The labels report runs immediately. User can select multiple clients or default = all. User should have option to print labels with grade report or print labels only. System run report of all active students for selected marking period.	
ED-2.1..117	Marking period Start Date - user input date data entry field or select facility schedule marking period system will update start/end date of marking period	
ED-2.1..118	Marking Period End Date – user input date data entry field	
ED-2.1..119	Summary: User select option (1) Do Not Include D5 Summary with Grade Report or (2) Include D5 Summary with Grade Report. If include D5 with grade report – system will print most recent D5 report.	
ED-2.1..120	Facility – Default to user facility – if central office allows selection from system providers look up	

	table.	
ED-2.1..121	Select Clients – No clients selected system default to "All" and prints all current enroll students of provider for selected marking period. Allow user to select multiple or one student.	
ED-2.1..122	Exit Options: Run Report and Run Report with Label.	
ED-2.1..123	**Labels** – Labels source data "Client Contact" list. Relation type parent, legal guardian, and surrogate. Parental Rights can not be terminated or have restriction. Print using Avery Address labels.	
ED-2.1..124	User Input Start Date: date data entry. Date can be same as marking period or date range.	
ED-2.1..125	User Input End Date: date data entry. Date can be same as marking period or date range.	
ED-2.1..126	Facility - Default to user.	
ED-2.1..127	Run labels should display: Parent/Guardian or Surrogate Name; Address including city, state and zip code; and student name.	
ED-2.1..128	**Transcript Report** – See attach example of Student Transcript Report. The official transcript should include all course credits recorded on system for student; provide cumulative GPA and credit; and total credit by subjects. Maxey Training School Only – NCA Accredited Seal display on all printed transcripts.	ED-2.
ED-2.1..129	Transcript Headings – Demographic Information: Student ID, Gender, Student Name, SSN, DOB, Enter Date, Leave Date, and Current Facility Name/Address (Parent Provider).	
ED-2.1..130	To the Parent/Guardian – Data retrieve from Parent/Guardian contact information. Display Name and Address.	
ED-2.1..131	Graduated: Yes or No data auto-populated from D5 (ED 1.1.189) and Student History (ED – 1.16). If "yes" Date Obtained: Date data auto populated from same sources.	

ED-2.1..132	GED: Yes or No data auto-populated from D5 and/or GED Test Data (Ed 1.1.159) and Student History (ED-1.15). If "Yes" Date Obtained: Auto- populated from same sources.	
ED-2.1..133	Display the following Grade Grid: A = Superior; B = Above Average; C = Average; D = Below Average; E or F = Not Passing; NC = No Credit.	
ED-2.1..134	Official Transcript display by Provider/Facility and marking period the following: Course ID, Course Title, Mark (grade) and Credit.	
ED-2.1..135	Summary by Provider/Facility and Marking Period: Total GPA: and Total Credit.	
ED-2.1..136	Cumulative Summary Box: Cum. GPA, Cum. Credit and Total Credit by Subject.	
ED-2.1..137	Official Signature and Date box. Included in box "Transcript is unofficial unless signed by a facility official"	
ED-2.1..139	*Special Education* – Special Education forms are regulated by Federal and State guidelines and require updating when guidelines change. The special education screen should display the various special education forms available. The selection of the form will open the corresponding screens to allow the entry of information and selection to print report.	ED-2.
ED-2.1..140	**Special Education Referral Report (DHS-4260) –** The Instructional staff, Student Support Team, or others, making the referral shall prepare the Special Education Referral Report form. The BJJ administrator/designee shall serve as the Case manager or assigned staff member within 3 days of receiving the referral. Printed copy require for student case record. (Note: DHS-4260 should update Special Education Consent to Evaluate DHS-4262 "Date of Referral")	
ED-2.1..141	**Parental Consent** – **Special Education Consent to Evaluate (DHS-4262)** form must be mailed to parent(s) within 5 working days of referral date. Note: Upon receipt of signed approval user will enter "Date Received" this dates should auto populate MET report forms "Signed Consent Date" section. This written notification shall describe the reason for referral, evaluation services and name of staff to contact if additional information is needed (see attach example). If parents are unavailable or fail to respond to the initial contact within 10 working days, the case manager shall send the parents 2nd request by registered letter with a return postcard. If no response within 20	

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	working days of original request the case manager shall make request to court. Printed copy required for student case record. (Note: If timelines associated with this form are not met the user/case manager should be "flag" or prompted to send another request. If the parent have not responded within 10 working days of initial request a second request need to be send out and if no response after 20 days of initial request the case manager need to make a request to the courts. If there is no date in "Date Received" then the case manager needs to be prompt or reminded to take action.)	
ED-2.1..142	**Evaluation by Multidisciplinary Evaluation Team (MET)** – An IEPT meeting is convened within 30 school days of receiving the signed Consent to Evaluate form. The MET report is presented, there is a MET report for each eligible disability: Emotionally Impairment MET Report, Specific Learning Disability MET Report, Cognitive Impairment MET Report, Traumatic Brain Injury MET Report, Hearing Impairment MET Report, Speech and Language Impairment MET Report, Visual Impairment MET Report, Physical Impairment MET Report, Other Health Impairment MET Report and Autism Impairment MET Report (see attach 10 MET examples). Two observation reports Emotionally Impaired and Learning Disabled. The heading/demographic information is the same for each the information gather for each is different.	
ED-2.1..143	**MET Reports Heading** Includes the following for all 10 MET Reports:	
ED-2.1..144	Student Name: Auto Input	
ED-2.1..145	Center: Auto Input – Student Current Placement	
ED-2.1..146	MET Date – System input current date – allow for data date input	
ED-2.1..147	Date of Birth – Auto input	
ED-2.1..148	Gender – Auto input	
ED-2.1..149	Language Spoken by Student – Auto input from Intake form – or allow user select from system language selection choices. Do not allow user input.	
ED-2.1..150	Language Spoken at Home – Auto input from Intake form or allow user select from system language selection choices. Do not allow user input.	

ED-2.1..151	Evaluations – Each MET Report require variable "Evaluations" but each need evaluations heading – contain will be address with each MET report form.	
ED-2.1..152	Admission Date – System auto input admission date of student current placement	
ED-2.1..153	Referral Date: System update from Date Special Education Referral DHS-4260 completed. Allow user to input date data.	
ED-2.1..154	Signed Consent Date – System update from Special Education Consent to Evaluate DHS-4262 from Office use only section – "Date Received" or allow user to input date data.	
ED-2.1..155	Evaluation Review Date – System update from Evaluation Review DHS-4274 from "Evaluation Review Date" section. Allow user to input date data.	
ED-2.1..156	Previous MET Date – System will input the latest MET date saved prior to current date. Allow user to input date data.	
ED-2.1..157	Previous IEP Date – System will input the latest IEP (DHS-4311) date saved prior to current date.	
ED-2.1..158	Purpose of Report – User required to select one of three options: Initial, Reevaluation and Other (Other must be explain) Text box for explanation.	
ED-2.1..159	Parent/Guardian input was requested – User select yes or no.	
ED-2.1..160	If Yes, Date – Date data entry	
ED-2.1..161	By – Text data entry	
ED-2.1..162	Informant – Text data entry	
ED-2.1..163	MET Participants Section – Same for all MET reports - MET Participants Signatures – provide at least 6 signature boxes – that will print only if Titles, Functions, Date have been completed next to	

	Signature Box.	
ED-2.1..164	Titles – User select from the following selections for each signature box: Administrator, Audiologist, Invited Guest, Occupational Therapist, Orientation and Mobility, Parent, Physical Therapist, Physician, Psychiatrist, Psychologist, Social Worker, Speech Therapist, Teacher, Teacher Consultant, and Transition Specialist.	
ED-2.1..165	Function – User select from the following selections for each signature box: Evaluator, General Education, Observer, Participant, Special Education.	
ED-2.1..166	Date – User input date data for each signature box.	
ED-2.1..167	End of each report – DHS Discrimination statement and Authority Statement	
ED-2.1..168	Emotionally Impairment MET Report (DHS-4254) – Evaluations – User is required to select at least one of the following: Social Work, Psychological, Language, Educational, Psychiatric or Other (Text box to explain other).	
ED-2.1..169	Question #1 – See attach text – user input date data "Report Date"	
ED-2.1..170	Question #2 – See attach text – user input date data "Report Date"	
ED-2.1..171	Question #3 – See attach text – user input date data "Date"	
ED-2.1..172	Question #4 – See attach text – no data required from user	
ED-2.1..173	Question #5 – See attach text – user input date data "Dates"	
ED-2.1..174	Question #6 – See attach text – no data required from user	
ED-2.1..175	Question #7 – See attach text – User input text data "By Whom" and date data "Dates"	

ED-2.1..176	Question #8 – See attach text – no data required from user	
ED-2.1..177	Question #9 – See attach text – no data required from user	
ED-2.1..178	Question #10 – See attach text – text data input – standard text limitation and spell check.	
ED-2.1..179	Question #11 – a, b, c, and d – text data input – standard text limitation and spell check.	
ED-2.1..180	MET Participants Signatures – provide at least 6 signature boxes – that will print only if Titles, Functions, Date have been completed next to Signature Box.	
ED-2.1..181	Titles – User select from the following selections for each signature box: Administrator, Audiologist, Invited Guest, Occupational Therapist, Orientation and Mobility, Parent, Physical Therapist, Physician, Psychiatrist, Psychologist, Social Worker, Speech Therapist, Teacher, Teacher Consultant, and Transition Specialist.	
ED-2.1..182	Function – User select from the following selections for each signature box: Evaluator, General Education, Observer, Participant, Special Education	
ED-2.1..183	Date – User input date data for each signature box	
ED-2.1..184	This MET - User required selecting one - recommends… or does not recommend… see attach for text.	
ED-2.1..185	Dissenting report – user select No or Yes. Text data input "Name" and date data input "Date."	
ED-2.1..186	Notify via Email at: FIA-CO-SpEd@michigan.gov – user option to select	
ED-2.1..187	Exit Options – Save/Print and Delete	
ED-2.1..188	Specific Learning Disability MET Report (DHS-4306) – Evaluations – user required to select at least one of the following: Psychological, Language, Educational, and Other (Explain) – text data entry	

	box to explain other.
ED-2.1..189	Question #1 – see attach text – user enter date data for at least 4 Report Date
ED-2.1..190	Question #2 - See attach text – user input date data "Date"
ED-2.1..191	Question #3 – See attach text – user input date data "Date." User select Results of this evaluation – did not indicate… or did indicate… see attach text. If did indicate select one or more a – f selections.
ED-2.1..192	Question #4 – See attach text – no user input required.
ED-2.1..193	Question #5 – See attach text – no user input required.
ED-2.1..194	Question #6 – See attach text – user input date data "Report Date"
ED-2.1..195	Question #7 – See attach text – no user input required.
ED-2.1..196	Question #8 – See attach text – text data input a, b, c and d – standard text limitation and spell check.
ED-2.1..197	MET Participation Section – see above
ED-2.1..198	This MET - User required selecting one - recommends… or does not recommend… see attach for text.
ED-2.1..199	Dissenting report – user select No or Yes. Text data input "Name" and date data input "Date
ED-2.1..200	Notify via Email at: FIA-CO-SpEd@michigan.gov – user option to select
ED-2.1..201	Exit Options – Save/Print and Delete

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ED-2.1..202	Cognitive Impairment Met Report (DHS-4257) - Evaluations - User is required to select at least one of the following: Psychological, Educational and Other (Explain) – text data entry box to explain other.	
ED-2.1..203	Question #1 – See attach text – user input date data "Report Date."	
ED-2.1..204	Question #2 – See attach text – no data input required.	
ED-2.1..205	Question #3 - See attach text – user input date data "Report Date."	
ED-2.1..206	Question #4 – See attach text – no data input required.	
ED-2.1..207	Question #5 – See attach text – no data input required.	
ED-2.1..208	Question #6 – See attach text – user required to select at least one – did not… or did indicate…	
ED-2.1..209	Question #7 – See attach text – user text data input – standard line limitation and spell check.	
ED-2.1..210	Question #8 – See attach text – user text data input boxes for each a, b, c, and d. Standard line limitation and spell check for each.	
ED-2.1..211	MET Participants Signatures – see above requirements	
ED-2.1..212	This MET – see above requirements	
ED-2.1..213	Dissenting report – see above requirements	
ED-2.1..214	Notify via email – see above requirements	
ED-2.1..215	Exit Report Options – Save/Print and Delete.	

ED-2.1..216	Traumatic Brain Injury MET Report (DHS-4272) – Evaluations user required to select at least one from the following list: Medical, Educational, Psychological, Psychosocial and Other – data text box to explain other.	
ED-2.1..217	Question #1 – See attach text – user input date data "Report Date."	
ED-2.1..218	Question #2 – See attach text – user select from two option need date data input for each and Report Date – date entry box.	
ED-2.1..219	Question #3 – See attach text – A. user select one or more of the following: Cognition, Language, Memory, Attention, Behavior, Physical functions, Information processing, and Speech. B. users require select one did not indicate…. Or did indicate… C. no user data input required.	
ED-2.1..220	Question #4 – See attach text – no user data input required.	
ED-2.1..221	Question #5 – See attach text – text box standard line limitation and spell check for each area: General, a, b, c, and d.	
ED-2.1..222	MET Participants Signatures – See above requirements.	
ED-2.1..223	This MET – See above requirements.	
ED-2.1..224	Dissenting report – See above requirements	
ED-2.1..225	Notify via Email – See above requirements	
ED-2.1..226	Exit Options – Save/Print and Delete.	
ED-2.1..227	Hearing Impairment MET Report (DHS-4271) – Evaluations – user required to select at least one of the following: Medical, Educational and Other (text box to explain other).	

ED-2.1..228	Question #1 - See attach text – user input date data "Report Date."
ED-2.1..229	Question #2 – See attach text – a, b, and c Report Date – date data entry for each and yes/no selection.
ED-2.1..230	Question #3 – See attach text – no data entry required by user.
ED-2.1..231	Question #4 – See attach text – no data entry required by user.
ED-2.1..232	Question #5 – See attach text – user required to select one did not indicate… or did indicate…
ED-2.1..233	Question #6 - See attach text – text box standard line limitation and spell check for each area: Current Level, a, b, c, and d.
ED-2.1..234	MET Participants Signatures – see above requirements
ED-2.1..235	This MET – see above requirements
ED-2.1..236	Dissenting report – see above requirements
ED-2.1..237	Notify via email – see above requirements
ED-2.1..238	Exit Options – Save/Print and Delete.
ED-2.1..239	Speech and Language Impairment MET Report (DHS- 4256) - Evaluations – user required to select at least one of the following: Speech/Language, Educational and Other (text box to explain other).
ED-2.1..240	Question #1 – See attach text – no data entry required by user.
ED-2.1..241	Question #2 – See attach text – user select one or more a, b, c and d. D. have sub-text selections of one or more and Tests text data input box standard line limitation with spell check.

ED-2.1..242	Question #3 – See attach text – no data entry required by user.
ED-2.1..243	Question #4 – See attach text – no data entry required by user.
ED-2.1..244	Question #5 - See attach text – text box standard line limitation and spell check for each area: Current Level, a, b, c, and d.
ED-2.1..245	MET Participants Signatures – see above requirements
ED-2.1..246	This MET – see above requirements
ED-2.1..247	Dissenting report – see above requirements.
ED-2.1..248	Notify via email – see above requirements.
ED-2.1..249	Exit Options – Save/Print and Delete
ED-2.1..250	Visual Impairment MET Report (DHS-4275) - Evaluations – user required to select at least one of the following: Medical, Educational and Other (text box to explain other).
ED-2.1..251	Question #1 – See attach text – user input date data "Report Date."
ED-2.1..252	Question #2 – See attach text – User required to select one and entry date data for Date.
ED-2.1..253	Question #3 – See attach text – user required to select one or more from option B.
ED-2.1..254	Question #4 – See attach text – user required to enter date data for "Report Date."
ED-2.1..255	Question #5 – See attach text – user required to enter date data for "Report Date."

ED-2.1..256	Question #6 – See attach text – user required to enter date data for "Report Date."
ED-2.1..257	Question #7 – See attach text – no data entry required by user.
ED-2.1..258	Question #8 - See attach text – text box standard line limitation and spell check for each area: Current Level, a, b, c, and d.
ED-2.1..259	MET Participants Signatures – see above requirements
ED-2.1..260	This MET – see above requirements
ED-2.1..261	Dissenting report – see above requirements
ED-2.1..262	Notify via email – see above requirements
ED-2.1..263	Exit Options – Save/Print and Delete
ED-2.1..264	Physical Impairment MET Report (DHS-4273) - Evaluations – user required to select at least one of the following: Medical, Educational and Other (text box to explain other).
ED-2.1..265	Question #1 – See attach text – user input date data "Report Date."
ED-2.1..266	Question #2 – See attach text – user select from six option and input date data for each option.
ED-2.1..267	Question #3 – See attach text – no data input required by user.
ED-2.1..268	Question #4 – See attach text – no data input required by user.
ED-2.1..269	Question #5 – See attach text – no data input required by user.
ED-2.1..270	Question #6 - See attach text – text box standard line limitation and spell check for each area:

	Current Level, a, b, c, and d.	
ED-2.1..271	MET Participants Signatures – see above requirements	
ED-2.1..272	This MET – see above requirements	
ED-2.1..273	Dissenting report – see above requirements	
ED-2.1..274	Notify via email – see above requirements	
ED-2.1..275	Exit Options – Save/Print and Delete.	
ED-2.1..276	Other Health Impairment MET Report (DHS-4270) - Evaluations – user required to select at least one of the following: Medical, Educational and Other (text box to explain other).	
ED-2.1..277	Question #1 – See attach text – user input date data "Report Date."	
ED-2.1..278	Question #2 – See attach text – user select from 6 options and input date data for each option.	
ED-2.1..279	Question #3 – See attach text – A. user select one or more from selection of 12 options. B. no data input required by user.	
ED-2.1..280	Question #4 - See attach text – text box standard line limitation and spell check for each area: Current Level, a, b, c, and d.	
ED-2.1..281	MET Participants Signature – see above requirements	
ED-2.1..282	This MET – see above requirements	
ED-2.1..283	Dissenting report – see above requirements	

ED-2.1..284	Notify via email – see above requirements	
ED-2.1..285	Exit Options – Save/Print and Delete	
ED-2.1..286	Autism MET Report (DHS-4253) - Evaluations – user required to select at least one of the following: Social Work, Educational and Other (text box to explain other).	
ED-2.1..287	Question #1 – See attach text – user select Teacher from system users and date data entry Report Date.	
ED-2.1..288	Question #2 - See attach text – user select from 4 options and input date data for each option.	
ED-2.1..289	Question #3 – See attach text – no user input a, b, and d. C. user select one or more from 8 selections.	
ED-2.1..290	Question #4, 5, 6, and 7 – See attach text – no user input required.	
ED-2.1..291	Question #8 - See attach text – text box standard line limitation and spell check for each area: Current Level, a, b, c, and d.	
ED-2.1..292	MET Participants Signatures – see above requirements	
ED-2.1..293	This MET – see above requirements	
ED-2.1..294	Dissenting report – see above requirements	
ED-2.1..295	Notify via email – see above requirements	
ED-2.1..296	Exit Options – Save/Print and Delete.	
ED-2.1..297	Emotionally Impaired Observation Report (DHS-4263) – (Note: this form is schedule to be revised	

	soon.) Heading System auto-fill following information: Student Name; Date of Birth; Case No.; Center – student current placement; Hall/Wing (if applicable); Date – current date allow user to input date data; and Class Observed – text data input box.
ED-2.1..298	A. see attach text - "Educational:" text data box and "other" – text data box with standard line limitations and spell check.
ED-2.1..299	B. and C. see attach text – user text input boxes with standard line limitations and spell check.
ED-2.1..300	Observer's Name – system input current user and allow text data entry.
ED-2.1..301	Observer's Title – user text data entry.
ED-2.1..302	Exit Options – Save/Print and Delete
ED-2.1..303	Learning Disabled Observation Report (DHS-4261) - (Note: this form is schedule to be revised soon.) Heading System auto-fill following information: Student Name; Date of Birth; Case No.; Center – student current placement; Hall/Wing (if applicable); Date – current date allow user to input date data; and Class Observed – text data input box.
ED-2.1..304	See attach text for A, B, and C user text input boxes with standard line limitations and spell check for each.
ED-2.1..305	Observer's Name and Title – see above requirements.
ED-2.1..306	Exit Options – Save/Print and Delete
ED-2.1..307	**Invitation to IEPT Meeting (DHS-4309) –** Invitation to IEPT meeting is mail to parent(s), guardian or surrogate 10 calendar days prior to IEP meeting (see attach example).
ED-2.1..308	Facility Name and Address – System input student's current placement name and address.
ED-2.1..309	Parent/Guardian/Surrogate – From the system "Client Contact" address invitation to – relation

	type parent, legal guardian, or surrogate. If Parental Rights are terminated or have restriction sent to identified legal guardian or surrogate.	
ED-2.1..310	Dear Parent/Guardian	
ED-2.1..311	Student's Name – System insert student first name, middle initial and last name.	
ED-2.1..312	Purpose – this section have 4 selection options require to select at least one of the following: Determine the eligibility for special education programs/services and/or develop an IEP, if appropriate. Discuss your child's current IEP plan. Review the comprehensive three-year reevaluation, and develop a new IEP. Other – provide text box for user to input alpha text.	
ED-2.1..313	Transition Planning – user required to select at least one: Transition service for students under age 16…. (See attach for additional text) or Needed Transition services for students 16 years of age and older… (See attach for additional text).	
ED-2.1..314	Participants – Insert student's first name. The following people are invited to attend ***allow user to enter text data*** transition individualized education program team meeting.	
ED-2.1..315	Name/Position – Text data entry boxes for name and position – allow for at least 5 entries.	
ED-2.1..316	Agency/Name/Position – user enter text data for agency, individual name and position – allow for at least 2 entries.	
ED-2.1..317	IEPT Meeting – Our meeting is schedule for allow user to enter text data (day and date) at user insert time.	
ED-2.1..318	Position – User enter text data	
ED-2.1..319	Phone – User enter numerical data telephone number plus area code.	
ED-2.1..320	PC Student – System enter Student's Name	

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ED-2.1..321	See Attach Instructions to Parents – User will need to update this information upon receipt of response from parent.	
ED-2.1..322	See attach - Include DHS discrimination statement and PA 451 of 1982 include on print-out.	
ED-2.1..323	Exit options – Save/Print	
ED-2.1..324	**Individualized Education Plan (IEP)** – An IEP program and services is developed for eligible students, the Initial IEP within 30 days after education department receives Consent to Evaluate. Annual IEP one year from initial. There can only be one initial eligibility form.	
ED-2.1..325	Demographic Information: Student's Last Name, First and Middle Initial, home address, city, state, zip code, county and telephone number. This information should auto populate from system data file.	
ED-2.1..326	Student Parent(s) - From the system "Client Contact" Parent/guardian/surrogate Name, address, city, state, zip code, county and daytime telephone number. Relation type parent, legal guardian, or surrogate. If Parental Rights are terminated or have restriction sent to identified legal guardian or surrogate. Allow user to enter data.	
ED-2.1..327	Language Spoken by student at home – System should pre-fill from Intake data or user select from language selection list.	
ED-2.1..328	Resident District – System pre-fill from "Last School Attended" district or user input data.	
ED-2.1..329	Operating Center – System pre-fill from student current placement.	
ED-2.1..330	JJS Worker – System pre-fill identified JJS worker or user input data.	
ED-2.1..331	Telephone Number – System pre-fill with identified JJS worker telephone number or user input data.	

ED-2.1..332	IEP Date – System pre-fill with current date or user input date data. This date cannot be greater than today's date. The date cannot be prior to the date the student admission date to current placement. If the "Purpose of the Meeting" indicate it is not the initial eligibility selection, the date should not be greater than today's date and must be greater than the initial eligibility creation date.	
ED-2.1..333	Grade – System pre-fill from identified grade or user select from grade list.	
ED-2.1..334	Age – System pre-fill	
ED-2.1..335	Birth date – System pre-fill	
ED-2.1..336	Gender – System pre-fill	
ED-2.1..337	Prior IEP Date – System pre-fill from latest IEP saved on system or user input date data.	
ED-2.1..338	Evaluation Review Date – System pre-fill from latest Evaluation Review (DHS-4274) saved on system or user input date data if applicable.	
ED-2.1..339	MET Date – System pre-fill from latest MET Report saved on system or user input date data if applicable.	
ED-2.1..340	Ethnic Group – System pre-fill from Ethnic data or user select from Ethnic list.	
ED-2.1..341	Student ID # - System pre-fill	
ED-2.1..342	Purpose of IEP Meeting – one of the following purposes must be selected: Initial Eligibility (there can only be one initial report) Review/Revise, Reevaluation, Additional/Change of Disability Reevaluation and Other (specify – text box must be completed if other is selected).	
ED-2.1..343	Parental Contact – System pre-fill from IEPT Invitation to Meeting (DHS-4309) – Date, Method of Contact, Staff (staff = user), and Parent Name (parent(s) identified on DHS-4309). Allow user to	

	input text and numerical data.	
ED-2.1..344	IEP Team Meeting Participants in Attendance – this area identifies the participants that were in attendance there is a selection box for each identified participants. The user selects Option A box indicating IEP Team member who can explain the instructional evaluation results or Option B box indicating IEP Team member who has observed the student suspected of having a learning disability. If Student/Parent(s) participated, user select box to left of signature box. Select box for each of the following: Student – this field pre-fill with student name. Parent – Pre-fill with parents as identified parent on system Contact List. Adult Service Agency Rep. – user text data entry. General Education Teacher – select from selections of system users – no data entry allowed. Special Education Teacher – select from selections of system users – no data entry allowed. Public Education Agency Representative/Designee – user text data entry. MET Representative – user text data entry. Center Staff – select from system users – no data entry allowed.	
ED-2.1..345	Special Ed Eligibility section – System should update Education History Screen (1.9 & 1.10) and Strengths and Needs D5 Section (2.1.45) if student is determined eligible or ineligible for special education.	
ED-2.1..346	Eligibility for special education: The IEP Team determined this student to be: (require selecting at least one) Ineligible – indicates that the student is ineligible for special education.	
ED-2.1..347	Eligible – indicates that the student is eligible for special education. NOTE: If student eligible for special education at least one disability type is required.	
ED-2.1..348	Primary Disability – select from a defined disabilities list.	
ED-2.1..349	Secondary Disability – select from defined disabilities list. NOTE: If student is eligible for special ed – update Strengths and Needs D5 section indicating Special Ed and all Disabilities that apply.	
ED-2.1..350	The Student's Needs for Learning and Present Level of Performance Section	
ED-2.1..351	State the reason why the student did not attend the IEP and describe the steps that were taken to ensure the consideration of the student's preferences and interests: - User input – text box standard maximum lines and spell check.	

ED-2.1..352	Student's Post-secondary Interests – A text box for each of the following questions (4) standard maximum lines and spell check: 1. Adult Living: As an adult, where do you want to live? 2. Career/Employment: As an adult, what kind of work do you want to do? 3. Community Participation: As an adult, what hobbies and activities do you want to have? 4. Post-secondary education/training: After high school, what additional education and training do you want?	
ED-2.1..353	Students Needs for Learning section – user select all that applies.	
ED-2.1..354	Considered (select) each of the following and comment as appropriate:	
ED-1.1..1	Preferences and interest of the student	
ED-1.1..2	Strengths of the student	
ED-1.1..3	Parent input and concerns for enhancing the education of the student	
ED-1.1..4	Progress on the current IEP annual goals and objectives	
ED-1.1..5	Progress in the general curriculum where appropriate	
ED-1.1..6	The student's results on state – and/or district wide assessments	
ED-1.1..7	Student's anticipated needs or other matters	
ED-1.1..8	Results of an initial evaluation or the most recent reevaluation of the student.	
ED-1.1..9	NOTE: User selects either Considered or Needs for each. Considered (select) each of the following: Needs in any of the following require a statement in the comments below.	
ED-1.1..10	Communication needs of the student.	

ED-1.1..11   Language needs for students with limited English proficiency.

ED-1.1..12   Braille instruction for students who are blind or visually impaired.

ED-1.1..13   The need for assistive technology devices or services.

ED-1.1..14   Positive behavior intervention, supports, and strategies for students whose behavior impedes learning.

ED-1.1..15   Communication and language for students who are deaf or learning impaired.

ED-1.1..16   Comments - Text box with standard maximum lines and spell check.

ED-2.1..355   Parent Input – Text box with standard maximum lines and spell check.

ED-2.1..356   Present Level of Educational Performance – what is the student's level of functioning, and how does the disability affect his/her involvement and progress in the general curriculum? - Text box with standard maximum lines and spell check.

ED-2.1..357   Course of Study Addressing Post-school Transition Needs for Post-secondary Adult Activities – Consider the following for any students who will reach age 14 during this IEP (consider at age 13 or younger if determined appropriate by the IEP Team and review at each subsequent IEP). Select one: General and/or special education classes leading to a diploma or Course of study leading to a certificate of completion.

ED-2.1..358   Comments: Briefly describe the series of courses and experiences student needs to achieve post school goals - Text box with standard maximum lines and spell check.

ED-2.1..359   Statement of Needed Transition Services – Include by age 16 (consider at age 15 or younger if determined appropriate by the IEP Team). This section includes the following:

ED-2.1..360   Michigan Rehabilitation Services Representative – text input box

ED-2.1..361   At IEP – select yes or no for each of the following selection – Invited and Present.

ED-2.1..362   Services Offered – select yes or no

ED-2.1..363   Referred to Services – select yes or no

ED-2.1..364   Other Agency Invited – text input box

ED-2.1..365   Needed Transition Activities/Services – describe the responsibilities of each participant. Describe the responsibilities of each of the following participant:

ED-2.1..366   Adult Living – text box to describe the responsibilities. None - Selection box. Responsible Agency/Person – text input box. Timeline (optional) text input box.

ED-2.1..367   Daily Living Skills - text box to describe the responsibilities. None - Selection box. Responsible Agency/Person – text input box. Timeline (optional) text input box.

ED-2.1..368   Functional Vocational Evaluation - text box to describe the responsibilities. None - Selection box. Responsible Agency/Person – text input box. Timeline (optional) text input box.

ED-2.1..369   Employment - text box to describe the responsibilities. None - Selection box. Responsible Agency/Person – text input box. Timeline (optional) text input box.

ED-2.1..370   Community Experiences - text box to describe the responsibilities. None - Selection box. Responsible Agency/Person – text input box. Timeline (optional) text input box.

ED-2.1..371   Related Services - text box to describe the responsibilities. None - Selection box. Responsible Agency/Person – text input box. Timeline (optional) text input box.

ED-2.1..372   Instruction - text box to describe the responsibilities. None - Selection box. Responsible Agency/Person – text input box. Timeline (optional) text input box.

ED-2.1..373	Parental Rights and Age of Majority (Select all applicable) or select Not Applicable.
ED-2.1..374	User select - If the student will be age 17 during IEP, the student was informed of parental rights that will transfer to him/her at age 18.
ED-2.1..375	User select – If the student has turned age 18 the student and parent were informed of the parental rights that transferred to the student at age 18.
ED-2.1..376	User select – The student has turned age 18 and there is a guardian established by court order. The guardian is: user input text data.
ED-2.1..377	Least Restrictive Environment section – This student will:
ED-2.1..378	Fully participate with students who are non-disabled in the general education setting except for the time spent in separate special education program/services provided outside of the general education classroom as specified in this IEP. User select yes or no, if no explain text data box.
ED-2.1..379	Be fully involved in and progress in the general curriculum. User select yes or no, if no explain text data box.
ED-2.1..380	Have the same opportunity as general education students to participate in non-academic and extracurricular activities. User select yes or no, if no explain text data box.
ED-2.1..381	Supplementary Aids/Services/Personnel Support – User select No Aids/Services Needed or input text and numerical data in each of the following categories: Supplementary Aids/Service/Support; Amount of Time/Frequency/Conditions; and Location.
ED-2.1..382	User Select – All supplementary aids/services and supports listed above will begin on the initiation date of the IEP and continue for one calendar year, following the approved school calendar. Any exceptions to beginning and ending dates are noted below: text data box with standard maximum lines and spell check.
ED-2.1..383	Annual Goals and Short-Term Objectives – The parents will be regularly informed in writing of

	progress on goals and objectives of this IEP at the regular reporting periods applicable to general education students, therefore any updates to the IEP Annual Goals and Short-Term Objectives should also update the Strengths and Needs D5 section Goals and Objectives.	
ED-2.1..384	Present Level of Performance Data – Text data entry box with standard line limitations and spell check.	
ED-2.1..385	Annual Goal – Text data entry box with standard line limitations and spell check. Need an add goal button – present a blank goal line for new entry and blank goal lines for entry.	
ED-2.1..386	Short-Term Objectives (at least two per goal but user can develop more) – text data entry box. For each Short-term objective – Evaluation, Criterion, Schedule and Status of Progress on Objectives.	
ED-2.1..387	Evaluation has the following letter values: S = Student's Daily Work, D = Documented Observation, R = Rating Scale, T = Standardized Test and O = Other (specify above).	
ED-2.1..388	Criterion – User select at least one of the following: % Accuracy _user input numerical value_ rate of _user input numerical value_, Achievement Level and Other specify above.	
ED-2.1..389	Schedule – select from the following – W = Weekly, D = Daily, M = Monthly, G = Grading Period, O = Other (specify above).	
ED-2.1..390	Status of Progress on Objectives – select from the following – 1 = Achieved/Maintained, 2 = Progressing at a rate sufficient to meet the annual goal for this objective, 3 = Progressing below a rate sufficient to meet the annual goal for the objective (explain above), 4 = Not applicable during this reporting period and 5 = Other (specify above).	
ED-2.1..391	Date – Status Obj. 1, Status Obj. 2 and Status Obj. 3 – Comments/Data on Progress – Text box for each status objectives, present a blank status box for new entry.	
ED-2.1..392	Comments – Text data input comments related to the review.	
ED-2.1..393	Reporting Progress section – User select – The parents will be regularly informed in writing of progress on goals and objectives of this IEP at the regular reporting periods applicable to general	

	education students. Additional reporting: How: *user input text data.* When *user input text data.*
ED-2.1..394	Special Education Programs/Services - Is there a need for a teacher with a particular endorsement? Users select no or yes, if yes specify *text data input box.*
ED-2.1..395	Resource Program Only – Is a Teacher Consultant with endorsement matching the student's disability is needed? Select no or yes.
ED-2.1..396	Departmentalized program (R340.1749c) – selects no or yes.
ED-2.1..397	Special Ed. Programs/Services Rule Number – select from Program/Services selection list. Frequency and Duration for each selected program/services - Text data entry. Location for each selected program/services – Text data entry.
ED-2.1..398	User select – All programs and services listed above will begin on the initiation date of the IEP and continue for one calendar year. Any exceptions to beginning and ending dates are noted below (specify month/day/year): text data box with standard maximum lines and spell check.
ED-2.1..399	Special Transportation: select no or yes, if yes specific text data box entry.
ED-2.1..400	Michigan Educational Assessment System section – The student will participate in the Michigan Educational Assessment System (MEAS), and Agencywide/NAEP* assessments as following: User select MEAP, MI-Access are not given at the grade levels covered by this IEP.
ED-2.1..401	User select - MEAP Assessment appropriate yes or no for each of the following subjects. If yes, list appropriate assessment accommodations if needed. If no, state the reason why the MEAP subject area is inappropriate and indicate the appropriate alternate/MI-Access assessment. Text data box for each of the following subjects: English Language Arts, Mathematics, Science and Social Studies.
ED-2.1..402	MI-Access (Michigan's Alternate Assessment Program) – user select yes or no and provide text data explanation if yes for each of the following: Eligible for Phase 2**, Supported Independence and Participation. ** For Phase 2 eligible students indicate what other standardized achievement assessments the student will be administered.

ED-2.1..403	User select – Agencywide/NEAP assessments are not given at the age/grade levels covered by this IEP.	
ED-2.1..404	Agencywide/NAEP Assessment – user text data entry. Assessment appropriate for each - selects yes or no, if yes –text data entry - list appropriate assessment accommodations if needed for each assessment.	
ED-2.1..405	*NAEP – National Assessment Educational Progress – text data entry box with standard line limitation and spell check.	
ED-2.1..406	Commitment Signatures – Resident District – Resident district superintendent/designee (selects all that apply): Agrees with the IEP and its implementation. Authorizes the nonresident operating district to conduct subsequent IEP Team meetings. Agrees that the student is not eligible for special education. Disagrees with this IEP and: request mediation or requests a due process hearing. Print signature and date line for Resident District Superintendent or Designee.	
ED-2.1..407	Non-Resident BJJ Center – The Director/designee (selects all that apply): Agrees to provide the IEP program(s) and/or service(s). Agrees to conduct subsequent IEP Team meetings. Agrees that the student is not eligible for special education. Disagrees with this IEP and: request mediation or requests a due process hearing. Print signature and date line for BJJ Center or Designee	
ED-2.1..408	Operating BJJ Center District Notice Requirements – The Director or designee of the operating center assures that: see attach for a, b, c, d, e, and f text. Staff responsible for implementation of Student IEP: select for system user. Site: pre-fill with student current placement. Implementation Date: pre-fill with current date and allow user to input date. Date can not be prior to current date. Beginning date – date data entry can not be prior to current date and should not be later than the ending date. Ending date –date data entry – reasonable and should not be prior to the beginning date. Print signature box for Center Director or Designee and provide date data entry box.	
ED-2.1..409	Adult(s) Providing Consent – IEP Consent – I have been informed of all procedural safeguards and resources to obtain assistance, and: (select all that apply) - Understand the contents of this IEP. Agree with the IEP and its implementation. Agrees that the student is not eligible for special education. Disagree, but will allow implementation of this IEP. Disagrees with this IEP and: request mediation or request a due process hearing. Date input box for each signature box, signature box for Adult Providing Consent and Student Signature.	

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ED-2.1..410	Authorization to Release Records – I have been informed that the continued provision of special education and transition services require the active participation of others, resident school district and or local agencies o ensure an effective post school adjustment. Therefore, I: selection at least one of the following: Authorize the operating BJJ Center. To forward my IEP/MET and other pertinent educational records to the resident district that I will attend upon discharge. To forward my IEPT report and other records to agencies that will assist in the provision of needed transition services as described in the IEP. Do not authorize the release of records. Signature and date box for each Adult Providing Consent and Student Signature, allow date data entry.	
ED-2.1..411	Exit Options – Save/Print	
ED-2.1..413	**Evaluation Review (DHS-4274)** – An Evaluation Review is required to determine a student's initial evaluation or reevaluation needs (see attach example).	
ED-2.1..414	Student Name – System – student last, first, middle initial.	
ED-2.1..415	Center – System - Student current placement	
ED-2.1..416	Date of Birth – system pre-fill	
ED-2.1..417	Gender – system pre-fill	
ED-2.1..418	Age – system pre-fill	
ED-2.1..419	Grade – System pre-fill from Education History Screen and allow user to select grade list	
ED-2.1..420	Last School Attended – System pre-fill from Education History Screen	
ED-2.1..421	Evaluation Review Date – System pre-fill with current date and allow user to input date data can not be future date.	
ED-2.1..422	Admission Date – System pre-fill only.	

ED-2.1..423	MET Date – System pre-fill with latest MET date if available on system and allow user to input date data; date can not be future date.
ED-2.1..424	IEP Date – System pre-fill with latest IEP date if available on system and allow user to input date data can not be future date
ED-2.1..425	Student ID# - System pre-fill with JJIS ID # - no user data entry.
ED-2.1..426	Parent/Guardian Contact – Input was requested: user requires selecting yes or no. If yes, Date: Date data entry.
ED-2.1..427	By: Select from system user list.
ED-2.1..428	Informant: text data entry.
ED-2.1..429	Comments Attached: requires selecting yes or no.
ED-2.1..430	Other Professional personnel contact of parents/student to arrange for participating in the evaluation review. Method of contact: text data entry
ED-2.1..431	By: text data entry
ED-2.1..432	Date: date data entry – date cannot be future date.
ED-2.1..433	Result: text data entry.
ED-2.1..434	An additional contact was made to secure parental input. Method of contact: text data entry
ED-2.1..435	By: text data entry
ED-2.1..436	Date: date data entry – date cannot be future date.

ED-2.1..437	Result: text data entry.
ED-2.1..438	Purpose of Report: Require to select one of the following: An Initial Evaluation, A Reevaluation, Consider Termination of Eligibility and Assess relevance of existing evaluations.
ED-2.1..439	Participants – The following individuals participated in this Evaluation Review. Text data entry box required for each of the following: Student, Parent (2), Agency Representative/Designee, General Education Teacher, Special Education Teacher, Other, Related Services Provider, An individual who can interpret the instructional implication of evaluation results and MET Representative/Potential MET Member.
ED-2.1..440	Disability/Disability Considered – The disability/disability considered have rule # associated and specific areas allow for at least 5 selections each category. Select all Disability/Disability Considered that apply from the following disability: 1715 = Autistic, 1705 = Cognitive Impaired, 1706 = Emotionally Impaired, 1707 = Hearing Impaired, 1713 = Learning Disabled, 1709a = Otherwise Health Impaired, 1709 = Physically Impaired, 1710 = Speech and Language Impaired, 1716 = Traumatic Brain Injury and 1708 = Visually Impaired.
ED-2.1..441	Rule # - Rule number required to match disability. Select all Rule # that associated to disability and specific area from the following selection: CI = 340.1705, EI = 340.1706, HI = 340.170, VI = 340.1708, PI = 340.1709, OHI = 340.1709a, SLI = 340.1710, LD = 340.1713, AI =340.1715 and TBI = 340.1716.
ED-2.1..442	Specific Area(s) – Select all that associated to disability and rule number from the following: EI04 = Develop physical symptoms or fears associated w/personal or school problems, EI03 = General pervasive mood of unhappiness or depression, EI01 = Inability to build or maintain satisfactory interpersonal relationship, EI02 = Inappropriate types of behavior or feelings under normal circumstances, LD05 = Listening Comprehension, LD07 = Mathematic Calculation, LD04 = Mathematic Reasoning, 000 = N/A, LD01 = Oral Expression, LD03 = Reading Comprehension and LD02 = Written Expression.
ED-2.1..443	I. Description of Student's Current School Performance/Behavior – Text data entry box – standard maximum lines and spell check.

ED-2.1..444	II. Evaluation Review – Select all that apply and text data entry boxes for each of the following:
ED-2.1..445	Review existing evaluation data, including the student records. Describe:
ED-2.1..446	Review and describe current classroom-based assessments:
ED-2.1..447	Review and describe general education teachers' observations.
ED-2.1..448	Review and describe related services provides' observations/evaluation.
ED-2.1..449	Describe parental input and other information provided.
ED-2.1..450	Student input.
ED-2.1..451	III. Initial: On the basis of the above review, is additional data needed to determine student's eligibility? Select Yes: Describe *text data entry box*. Select No: Rationale *text data entry box*.
ED-2.1..452	IV. Redeterminations: For the redetermination of eligibility, information presented must be current, relevant and consistent with the student's existing disability classification. Moreover, it must be definitive in describing the youngsters' ability to access and participate in the general education curriculum: Required to select one and provide text data entry boxes for each of the following: The Evaluation Review Team determines no additional data is needed. The team rationale is: *text data enter*. The Evaluation Review Team concurs with the need for additional evaluation data to support the continuation of the student's special education eligibility. The team's rationale is: *text data enter*.
ED-2.1..453	Consider the student's Present Level of Educational Performance (PLEP), what additional evaluation information is needed: *Text data entry box*.
ED-2.1..454	Describe additional data required of the student needs or related services. *Text data entry box.*
ED-2.1..455	Describe any changes needed in the student's special education program or related services that

	will enable the youngsters to achieve measurable IEP goals and participate in the general curriculum. *Text data entry box.*	
ED-2.1..456	IV. Parent/Guardian Consent – As the parent/guardian, I have received copies of the DHS Parent Handbook and Procedural Safeguards. I understand that I may request a comprehensive evaluation related to the disability of my child. Selection box for each of the following: I consent to the proposed evaluation. I do not consent to the proposed evaluation. I disagree with the evaluation review team's decision that no additional data is needed to determine whether my child continues to have a disability. I am requesting an assessment of my child. I agree with the evaluation review team's decision.	
ED-2.1..457	Parent/Guardian: Signature box text data entry and Date: date data entry box	
ED-2.1..458	Student: Signature box text data entry and Date: date data entry box	
ED-2.1..459	Center Director/Designee: Signature box text data entry and Date: date data entry box	
ED-2.1..460	Require for Print-out: Evaluation reports and other documents used by the evaluation review team must be attached.	
ED-2.1..461	Exit Options: Save/Print	
ED-2.1..462	**Permission for Temporary Placement Due to Previous Enrollment (DHS-4268)** – DHS-4268 mailed to the parent/legal guardian with a request to sign and return the form in addressed, stamped envelope. Within 5 working days of the receipt of verified document contact parent/guardian by phone and in writing to arrange an ERT or IEPT meeting. The DHS-4268 is fill-in letter see attach document for text, below is the require fill-in information needed.	ED-2.
ED-2.1..463	From: Student's current placement pre-fill with Placement Name, Address, City, State and zip code.	
ED-2.1..464	Re: System pre-fill with student's last name, first name.	
ED-2.1..465	Date: System pre-fill with current date – allow user to enter date data. Date data cannot be future	

	date.	
ED-2.1..466	1st Paragraph fill-in – Select Disability from disability selections.	
ED-2.1..467	3rd Paragraph fill-in – please contact – Select from *system user list*. At – *Enter phone number – numerical data enter 12 digits*. Between: *time data entry* and *time data entry*.	
ED-2.1..468	5th Paragraph fill-in – place *system fill-in only student name: first name last name*, Birth date: *system fill-in only birth date*, Grade: *text grade entry numerical/alpha data*, in: *selection require – Resource Room Secondary – R340.1749b or Teacher Consultant – R340.1749.*	
ED-2.1..469	Date of Last IEPT – date data entry box – date can not be future date.	
ED-2.1..470	Date of last Evaluation – date data entry box – date can not be future date.	
ED-2.1..471	Amount of time in Special Education and the subject area – alpha/numerical data entry box.	
ED-2.1..472	Name of person providing you with the information – text data entry box.	
ED-2.1..473	Support Services Identified/Time – alpha/numerical data entry box.	
ED-2.1..474	Email Notification option – FIA-CO-SPED@MICHIGAN.GOV.	
ED-2.1..475	Exit Option: Save/Print	
ED-2.1..477	***Vocational Education*** – Career Summary is designed to mirror the Michigan Occupational Information System (MOIS) Vocational Assessment program. MOIS complements the career development process by assisting students in gaining valuable skills in a four-step decision-making model: self-assessment, exploration, decision making and career planning. User select for six Career Pathways Interests the system displays collating text description.	ED-2.
ED-2.1..478	Interests – text data entry box with standard maximum text lines and spell check.	

ED-2.1..479	Arts & Communications – Career Pathways Interest Selection #1. System displays the following text Description: Careers related to humanities, and the performing, visual, literary and media arts. Sample careers include artists, journalists and graphic designers. These careers are interesting to people who value creativity.
ED-2.1..480	Business, Management, Marketing & Technology – Career Pathways Interest Selection #2. System displays the following Description: Careers related to all aspects of business including accounting, business administration, finance, information processing and marketing. Examples of careers in this pathway include accountants, business managers and auto salespersons. You may be interested in this career if you're good with math, and enjoy being the leader of a club or captain of a team.
ED-2.1..481	Engineering/Manufacturing & Industrial Technology – Career Pathways Interest Selection #3. System display the following description: Careers related to technologies necessary to design, develop, install or maintain physical systems. Working with tools, equipment and other kinds of machinery is important to people who have careers in this pathway. Sample careers include mechanics, airplane pilots and engineers.
ED-2.1..482	Health Sciences – Career Pathways Interest Selection #4. System displays the following description: Careers related to the promotion of health as well as the treatment of injuries and disease. Examples of careers in this pathway are physicians, nurses, and veterinarians.
ED-2.1..483	Human Services – Career Pathways Interest Selection #5. System displays the following description: Careers in child care, civil service, education, hospitality and the social services. Careers in the pathway include counselors, teachers, and religious leaders (rabbi, priest, minister).
ED-2.1..484	Natural Resources and Agriscience – Career Pathways Interest Selection #6. System displays the following description: Careers related to natural resources, agriculture and the environment. Fish and game wardens, marine biologists and farmers are careers in this pathway.
ED-2.1..485	Lifestyle Preferences – Text data entry box with standard maximum lines and spell check.
ED-2.1..486	Workplace Skills - Text data entry box with standard maximum lines and spell check.

ED-2.1..487 Achievements, Awards, Certificates - Text data entry box with standard maximum lines and spell check,	
ED-2.1..488 Areas needing Improvement - Text data entry box with standard maximum lines and spell check.	
ED-2.1..489 Careers Explored - Text data entry box with standard maximum lines and spell check.	
ED-2.1..490 Short Term Goals - Text data entry box with standard maximum lines and spell check.	
ED-2.1..491 Long Term Goals - Text data entry box with standard maximum lines and spell check.	
ED-2.1..492 To prepare for this career I plan to complete the following High School Courses: Text data entry box for each of the following with standard maximum lines and spell check: Freshman, Sophomore, Junior and Senior.	
ED-2.1..493 Exit Options: Save/Print.	
DATA EDITING REQUIREMENTS:	ED-1.30
ED-1.31	ED-1.32
ED-1.33	ED-1.34
ED-1.35	ED-1.36
OUT-OF-MODULE REQUIREMENTS:	ED-1.37
Public School District List include district, address, telephone number – SWSS update Case Notes – Need the ability to select selected education forms to update. Case Notes update Pre-Referral screen. ED-1.38	ED-1.39
OUTPUT REQUIREMENTS:	ED-1.41

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| ED-1.40 | Student Transcript – Maxey Training School Only – NCA Accredited Seal prints on all transcripts. See Attach output example. | |

5 EXAMPLE OUTPUT

See Attach Reports:
Class Schedule
- School Schedule by Student
- School Schedule by Teacher

General Education
- D5 Education Information
- Prior School Information
- 504 Eligibility Determination
- 504 Consent Letter
- 504 Accommodations
- 504 Education Plan
- Student Grade Report
- Student Transcript

Special Education
- Special Education Referral Report (DHS-4260)
- Special Education Consent to Evaluate (DHS-4262)
- Permission for Temporary Placement Due to Previous Enrollment (DHS4268)
- Invitation to IEPT
- IEP Report
- Emotional Impairment MET Report (DHS-4254)
- Emotional Impaired Observation Report (DHS-4263)
- Specific Learning Disability MET Report (DHS-4306)
- Learning Disabled Observation Report (DHS-4261)
- Cognitive Impaired MET Report (DHS-4257)
- Traumatic Brian Injury MET Report (DHS-4272)
- Hearing Impairment MET Report (DHS-4271)
- Speech and Language Impairment MET Report (DHS-4256)
- Visual Impairment MET Report DHS-4275)
- Physical Impairment MET Report (DHS-4273)
- Other Health Impairment MET Report (DHS-4270)
- Evaluation Review (DHS-4274)
- Autism Impairment MET Report (DHS-4253)

Vocational Education
- Vocational Education Summary

6   DATA ELEMENT DESCRIPTIONS

ELEMENT NAME	DESCRIPTION	TYPE - & SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	Out put to:	View/ Enter/ Update/ Delete
Education History					
Date of Admission	Auto pre-fill Date mm/dd/yyyy	Numeric 10	Required		V
Date School Dept. Received School Record	Date mm/dd/yyyy data entry	Numeric 10	Required		E/U
Date/Name School Case Manager Assigned	Date mm/dd/yyyy Name – First Name Last Name – Selection system users.	Numeric 10 Alpha	Required		E/U
Date of Birth	Auto pre-fill Date mm/dd/yyyy	Numeric 10	Required		V
Age	Auto pre-fill alpha/numerical (19 years, 9 months)	Alpha/ Numeric 18	Required		V
Special Education	Selection yes/no	Alpha 10	Required		E/U
If Yes: Date	Date data entry mm/dd/yyyy	Numeric 10	Conditional/ Required		E/U
School District	System table look-up selection box	Alpha 30	Required		U
School	System table look-up selection box – School Name	Alpha 80	Required		U
Disabilities (10)	Multiple selections if Special Ed = Yes, required to select at least one.	Alpha/ Numeric	Required/ Conditional		U
Title I Eligible	Selection yes/no	Alpha 10	Required	Strengths & Needs D5	E/U
Begin Date	If Title I = yes required - date data entry box mm/dd/yyyy – date cannot be future.	Numeric 10	Conditional/ Required	Strengths & Needs D5	E/U
End Date	If Title I = yes required - date data entry box mm/dd/yyyy – date cannot be prior date.	Numeric 10	Conditional/ Required	Strengths & Needs D5	E/U
Last School Attended	System school look-up selection box – display School name, address and telephone number	Alpha/ Numeric 100	Required	Update all areas that request "Last School Attended"	U
Last Grade Completed	Selection from the following chooses: K – 12, GED, HS Diploma, College	Alpha/ Numeric 20	Required	Update all areas that	U

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ELEMENT NAME	DESCRIPTION	TYPE - & SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	Out put to:	View/ Enter/ Update/ Delete
				request "Last Grade Completed"	
GED	Select if applicable	Selection Box	Conditional		E/U
Date GED Received	Required if GED selected. Date data entry box mm/dd/yyyy – date cannot be future date.	Numeric 10	Conditional	Update all areas that request "Date Diploma Received"	E/U
ABE	Select if applicable	Selection Box	Conditional		E/U
School Scheduler					
Define Teacher General Subject Categories	Select from system user and general subject lists.	Alpha/ Numeric 100	Required		U
Teacher Maintenance Screen	Select from system teachers' user and curriculum lists.	Alpha/ Numeric 200	Required		U
Add Teacher Button	This will clear the Teacher Name field - allowing for multiple entries without leaving screen – select from system teacher listing.	Alpha 100	Required		U
Delete Teacher Button	This will clear the user from the designation as a teacher (does not delete the individual from the application).		Conditional		U
Delete General Subject buttons	This will clear the General Subject associated with the teacher.		Conditional		U
Define School Schedule	Numerical time data entry	Numeric 10	Required		E/U
Curriculum	Alpha listing from system table	Alpha 50	Required		V
Maximum Students	Counter	Numeric 2 digits	Required		V
School Scheduling	Date range data enter mm/dd/yyyy – end date can not be prior to begin date.	Numeric 10	Required		E/U
Teacher Block	Selection from defined schedule in system	Numeric/ Alpha 60	Required		V

ELEMENT NAME	DESCRIPTION	TYPE - & SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	Out put to:	View/ Enter/ Update/ Delete
Student Assignment Screen	Display student currently enroll at facility – allow user to select from displayed students.	Alpha 60	Required		V
Student Course Assignment	Select from system course list – system course list maintained by system administrator.	Alpha/ Numeric	Required		V
Class Attendance					
Provider	Pre-fill with user provider – allow selection of a provider if active by central office user	Alpha 100	Required		V/U
Select Schedule	Selection from defined facility schedules	Alpha/ Numeric 100	Required		V
Start Date	Date data entry mm/dd/yyyy – date cannot be future date.	Numeric 10	Required		E/U
Type of Absences	Table selection – system administrator maintain table.	Alpha 20	Conditional		V/U
Absence Code	Table selection – system administrator maintain table.	Alpha 30	Conditional		V/U
Class Grade Entry					
Multiple Grade Entry	System displays all students by teacher/block in alpha order.	Alpha 30	Required		V
General Subject	System select from student current marking period class schedule	Alpha/ Numeric 100	Required		V
Course	System select from student current marking period class schedule	Alpha/ Numeric 100	Required		V
Course Teacher	System select from student current marking period class schedule	Alpha	Required		V
Grade	System selection grade list – grades A – F has numerical value and calculates GPA.	Alpha = 15 Numeric = whole/one decimal (4.0)	Required		V
Credit	Numerical data entry only – cumulative credit can not exceed maximum credit allows for course.	Numeric – whole/2 decimal	Optional		E/U
Hours	Numerical data entry only	Numeric 999	Optional		E/U
Course Comment Codes	System select list – sort in alpha order. Table maintained by system administrator.	Alpha – 100	Optional		V
Individual Grade Entry					

7 HELP MESSAGES

7.1 Section/Module-level Help

7.2 Context-Sensitive Help

7.3 Field-Level Help

Field	Message

8 MODULE DEPENDENCIES

Public School District List include district, address, telephone number – SWSS update
BJJ Standardize Courses – Allow for system administrator to update
Public School Courses – Allow for system administrator to update
Users Table
Public/Private Providers Table
Parent/Guardian Contact Table
Intake/Demographic Information

9 SCENARIOS

10 TEST PLANS

11 SOURCE MATERIAL

12 OUTSTANDING ISSUES

Article I.   Attachment A: